

CONTENTS

INTRODUCTION -----	6
General View-----	8
Power Supply -----	9
Initialization -----	11
Keyboard -----	13
Display -----	16
DICTIONARY MENU -----	27
AMERICAN HERITAGE DICTIONARY-----	27
General Dictionary Function -----	28
Pronunciation of Words and Sentences -----	35
BILINGUAL DICTIONARIES -----	36
General Dictionary Function -----	37
Pronunciation of Words and Sentences -----	46
LEARNER'S CARDS -----	48
TOEFL AND GRAMMAR-----	50
TOEFL test -----	51
Grammar -----	56
ACCENT CORRECTION-----	58
DIALOGS -----	63
IRREGULAR VERBS-----	65
POPULAR IDIOMS-----	67
ORGANIZER MENU -----	70
TELEPHONE DIRECTORY-----	71
MEMO -----	74
SCHEDULE -----	78
ANNIVERSARY DATES -----	84
CALENDAR -----	88
SHORTHAND -----	89
DRAWING BOARD -----	93
VOICE MEMO -----	97

CALCULATION MENU -----100

CALCULATOR -----	100
SCIENTIFIC CALCULATOR-----	101
GRAPHIC CALCULATOR-----	102
LOAN CALCULATOR -----	106
ACCOUNT MANAGEMENT -----	110
MATH FORMULAS -----	113
CURRENCY CONVERSION -----	114
METRIC CONVERSION-----	117

REFERENCE MENU -----118

LOCAL AND WORLD TIME -----	119
Local Time -----	119
World Time -----	125
TRAVEL GUIDE -----	126
TELEPHONE CODES-----	127
SIZE EQUIVALENTS-----	129
GAME CENTER -----	129
Master Mind -----	130
Tile5 -----	131
Brick Game -----	132
Hangman-----	133
ENGLISH NAMES-----	135
U.S.A. INTERVIEW -----	135

COMMUNICATION MENU -----137

PC COMMUNICATION -----	137
Software -----	137
Data Transfer -----	138
FAX-----	140
E-MAIL -----	142
Composing a Message -----	143
Sending and Receiving Mail -----	144
Inbox -----	146
Outbox -----	147

ISP INFORMATION-----	148
PERSONAL INFORMATION -----	151
SETUP MENU-----	153
INTERFACE LANGUAGE-----	153
SYSTEM SETUP -----	154
Key Tone-----	155
First Screen-----	155
Auto Shutoff Period-----	156
Speech Level-----	156
Touch Screen Calibration-----	157
Schedule Alarm-----	158
Anniversary Date Alarm -----	158
Telephone Line Type -----	159
Date Format -----	159
Batteries Check -----	160
SECURITY -----	160
Set Password -----	162
Security On -----	163
Security Off -----	163
Change or Remove Password -----	164
Options -----	164
MEMORY CHECK-----	165
DATA DELETION-----	165
BRIEF OF FUNCTION -----	166
ABOUT -----	167

INTRODUCTION

Congratulations on purchasing the multilingual integrated digital system Partner® EE586HT. This product is the result of combined efforts of Ectaco's staff of linguists, engineers, and programmers, representing the sixth generation of the highest performance integrated educational tools. You are now the owner of the most advanced electronic device ever produced for foreign language studies.

The multilingual integrated digital system Partner® EE586HT features:

- ❖ *The American Heritage® Dictionary of the English Language, Third Edition*
- ❖ *English transcription*
- ❖ *5 bilingual dictionaries for English↔French, English↔German, English↔Italian, English↔Portuguese, English↔Spanish, including idioms, medical, technical, legal, business terms, as well as slang and general expressions*
- ❖ *Award winning Vector Ultima™ multilingual spell-checking system*
- ❖ *Instant cross-search and quick translation to French, German, Italian, Portuguese, and Spanish*
- ❖ *Advanced word recognition system*
- ❖ *Multilingual interface and messages system*
- ❖ *Advanced English speech function*
- ❖ *2Mb multilingual organizer supports 15 European languages, equipped with search function: Telephone Directory, Appointment Schedule, Memo, Anniversary List, Shorthand, and Drawing Board*

- ❖ *Interactive Accent correction function based on unique Lingvobit™ Speech Recognition technology*
- ❖ *Personal Learner's cards feature for easy learning*
- ❖ *Comprehensive TOEFL guide with sample tests and instant evaluation*
- ❖ *English Grammar electronic textbook with topic search*
- ❖ *Most popular American idioms*
- ❖ *English irregular verbs*
- ❖ *Over 1,100 topical dialogs*
- ❖ *High-speed data exchange and synchronization with PC*
- ❖ *Built-in Fax and E-mail*
- ❖ *Game center featuring 4 fascinating games*
- ❖ *Graphic, engineering, and financial calculator*
- ❖ *Account manager*
- ❖ *Digital voice recorder*
- ❖ *Mathematical formulas*
- ❖ *US citizenship exam*
- ❖ *Comprehensive reference section featuring Travel Guide, Telephone codes, Size Equivalents, and English Names List*
- ❖ *Currency exchange*
- ❖ *Metric conversion*
- ❖ *Local and World time with map illustration*
- ❖ *Calendar*
- ❖ *Alarm*
- ❖ *External power jack for non-battery operation*

The latest speech technology employed by Partner® allows you to listen to a clear, life-like pronunciation of English words and phrases.

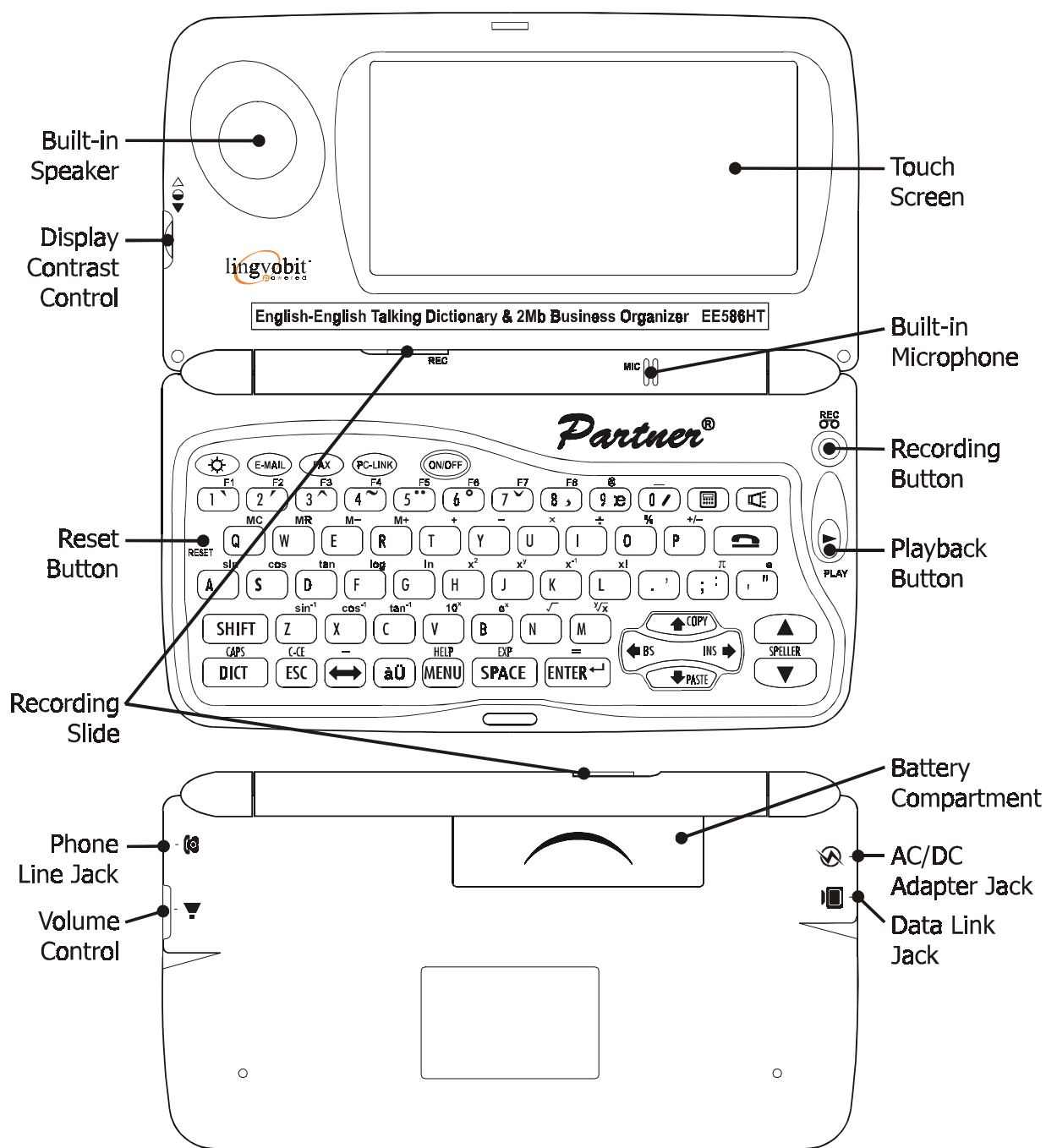
Unlike other portable electronic dictionaries, the Partner® features a break-through combination of two parallel input devices: a well-designed 63-button keyboard and a high-resolution touch-sensitive display, which makes it functionally analogous to a mouse-equipped computer.

- ◆ **Note:** As continuous efforts are made by the manufacturer to ensure a better quality and performance of the Partner® products, some characteristics or the design of the actual device you purchased may slightly differ from their description in this manual.
- ◆ **Note:** The Partner® EE586HT has been tested for Y2K compliance. The range of correctly calculated dates is January 1, 1900 through December 31, 2099.
- ◆ **Note:** The further description is given provided that English is set as the interface language (default after the system initialization). See also *Interface Language* section (page 153).

The Partner® EE586HT Integrated Digital Language System gives you freedom of speech and peace of mind. Enjoy your Partner® and make it your personal companion.

General View

General view and external appliances of the Partner® EE586HT are shown below.



Power Supply

The Partner® is powered by two (2) AAA batteries. When the batteries become weak, a warning message will be displayed.



In order to prevent an excessive discharge of batteries and resulting loss of data in RAM, the voice recording, the talking function, and communication channels will be disabled. To restore full functionality of the device and to avoid risk of user's data loss, replace the complete set of batteries as soon as possible. Do not mix old and new batteries.

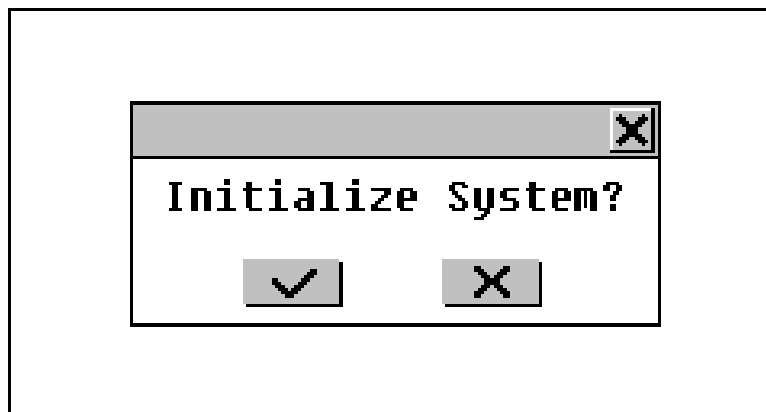
- Press the ON/OFF key to turn the unit off.
 - Remove the battery compartment cover by sliding it away from the unit.
 - Remove the used batteries and replace them with new ones.
 - Make sure to place the batteries according to the polarity markings (+ -) inside the compartment.
 - Put back the battery compartment cover by sliding it toward the translator. Make sure the cover sits in place properly.
- ◆ **Note:** You have 2 minutes to replace the batteries without risk of losing data stored in RAM. **Do not exceed the 2 minutes limit!** Neither the manufacturer nor the dealer may be held responsible for loss of user's data (see Warranty page **Error! Bookmark not defined.**). Refer to page 11 for instructions if an initialization message appears on the screen after replacing the batteries.
- ◆ **Note:** Don't remove old batteries from the unit unless you've prepared a new set of batteries.
- ◆ **Note:** Never try to remove batteries from the translator when the power is on. This can seriously damage the device. If you experience difficulty turning the unit off, press the RESET button on the left-hand side of the keyboard (next to the Q key) and reinstall the system. See page 11 for additional information.
- ◆ **Note:** The Partner® is equipped with a jack for external power supply. Contact your dealer to order the compatible

AC/DC adapter or call +1 (800) 710-7920 within the continental US. **Use of an inappropriate external power supply may cause failure of the unit and void the warranty.**

- ◆ **Note:** Electronic communication consumes considerable amount of energy. Try to always use an external power supply while sending electronic messages.

Initialization

When you turn the Partner® on for the first time or after the system has been reset by pressing the RESET button or removing the batteries for longer than 2 minutes, the initialization routine is started. Depending on the state of the system recovery resources either the prompt *Initialize System?* or the message *System is initialized* may appear (see below). In the former case, press ESC or touch the , or  to abort initialization and preserve user's data and customization.

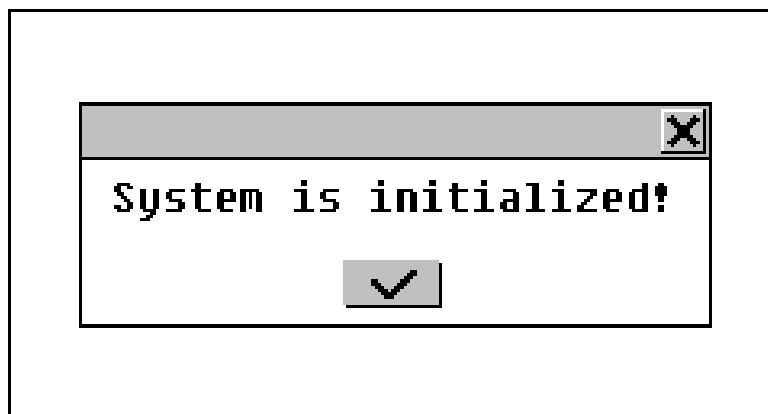


- ◆ **Note:** If you confirm the prompt, you can still prevent initialization by canceling the ensuing prompt *Delete all user's data?*



Press ESC or touch the , or  to preserve user's data.

- ◆ **Note:** You should always keep written copies of your important information.







The latter message signals that a system initialization has been accomplished, resulting in freeing memory (all user's data is lost) and restoring the factory defined settings.

Also, user may be prompted to conduct the touch-screen calibration, which accounts for a proper spacing and alignment of touch-sensitive screen elements. Please refer to page 157 for the procedure description.



Another consideration upon the first use or a completed system initialization is that the interface language will be reset to English. Users that prefer to see menus and messages in another language are referred to page 153 for instructions.

Keyboard

Function shortcut keys¹

ON/OFF	Turn Unit On or Off
DICT	Open American Heritage® Dictionary
E-MAIL	Send or Receive E-mail
FAX	Send Fax
PC-LINK	Start PC Communication
	Show Calculator
	Open Telephone Directory
REC	Record Voice Memo
PLAY	Playback Voice Memo
SHIFT+HELP	Open Brief of Functions
SPELLER (SHIFT+▼ or ▲)	Launch Spell-checker in the dictionary
	Use Speech Function
	Backlight Screen

Control and editing keys

	Move Cursor or Highlight
	Move Cursor or Highlight, or Scroll Lines

¹ The notation Key1+Key2 here and following means a combination of keys: at first it is necessary to press and release Key1, and then Key2.

◆	Page by Screen or Switch Main Menu Tab
MENU	Show Main Menu or Switch Main Menu Tab
ENTER	Execute / Start a New Line while Editing
SPACE	Enter Space
ESC	Close Active Window / Cancel
SHIFT	Type in Uppercase
SHIFT+CAPS	Enable SHIFT Lock
SHIFT+COPY	Copy Selection / All text to Clipboard
SHIFT+PASTE	Insert Clipboard Contents
SHIFT+ESC	Clear Input
BS	Delete Character to the Left from Cursor
SHIFT+←	Move Cursor Left
SHIFT+INS	Toggle Insert/Overwrite
SHIFT+F1...F8	Use Toolbar Button (top to bottom)
↔	Switch Translation Direction in <i>Bilingual Dictionaries</i>
àÜ	Type accented letter, see page 15.

- ◆ **Note:** As opposed to using a PC keyboard, the function keys are not to be kept in the pressed condition – it is enough to press them once.

Computational symbols and operations are available with the options of the CALCULATION menu.

Multilingual support

The standard US International *keyboard* layout used in the unit allows you to easily enter words in any of the following European languages: Albanian, Catalan, Danish, Dutch, English, Finnish, Flemish, French, German, Icelandic, Irish, Italian, Norwegian, Portuguese, Spanish.

Use the àÜ key to enter special accented letters for languages other than English.

You can enter these letters as follows:

- Press SHIFT key if you want to enter capital letters.
- Press and release the àÜ key.
- Press and release the accelerator key for the desired accent.
- Press the corresponding non-accented letter.

Lookup table for the accented letters:

Key +	1 `	2 ´	3 ^	4 ~	5 ¨	6 °	7 ˇ	8 ,	9 æ	0 /
A	Àà	Áá	Ââ	Ãã	Ää	Åå			Ææ	
C								Çç		
D										Ðð
E	Èè	Éé	Êê		Ëë					
I	Ìì	Íí	Îî		Ïï					
N				Ññ						
O	Òò	Óó	Ôô	Õõ	Öö				Œœ	Øø
P										Þþ
S							Šš			ß
U	Ùù	Úú	Ûû		Üü					
Y		Ýý			Ÿÿ					

For example, press the SHIFT+àÜ+1+A keys sequentially to enter À.

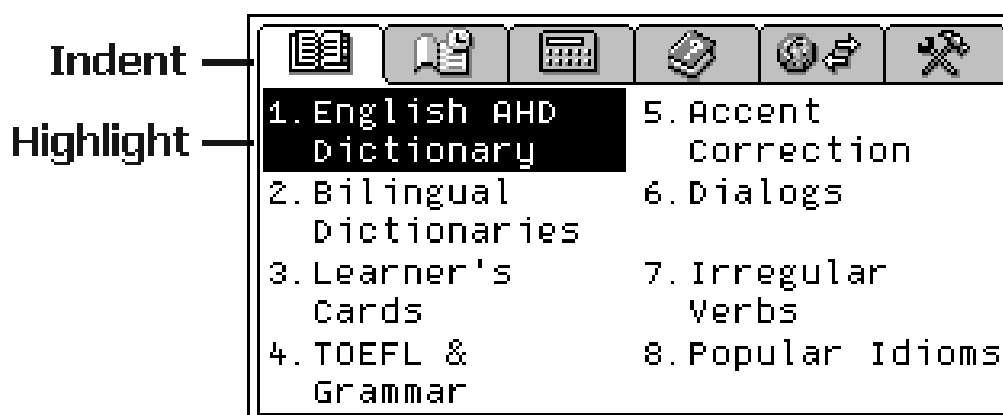
- ◆ **Note:** A non-accented letter will be entered in case if you tried to enter a letter absent in all of the languages listed above.
- ◆ **Note:** To enter accented letters, you can also use the virtual keyboard (see page 20).

Display

The Partner® features a large-size backlightable *Touch screen* that provides a responsive and efficient windows-driven graphical interface for the dictionary's numerous functions and applications.

Touch-screen elements


By touching a screen item of a certain type – a push button or *highlightable* (or pre-highlighted) text – you perform an action associated with it. An active (or unavailable) button appears *indented*.



The keyboard equivalent of touching a highlightable item is moving the *highlight bar* to it with the arrow keys and pressing ENTER.

Both the touch screen and the keyboard procedures of activating an option or a command are referred to as *selecting* in this manual.

Stylus

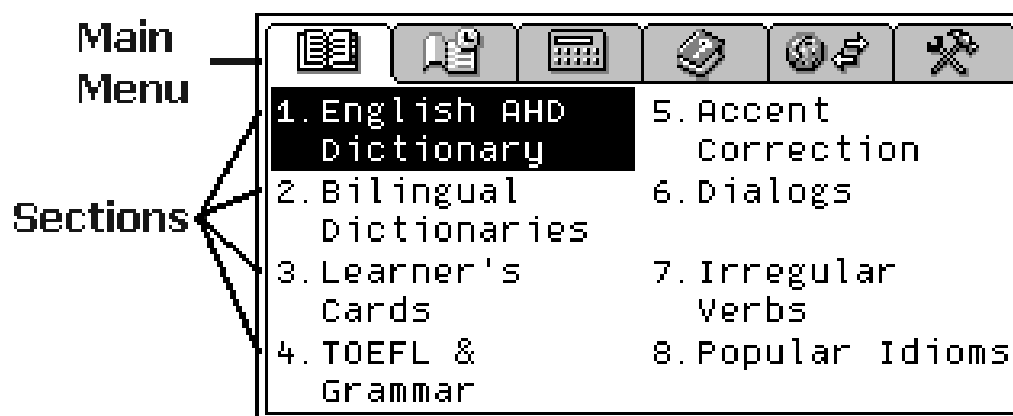
The *touching* is preferably done with the supplied pointing device called *Stylus*, which, when not in use, can be conveniently kept in a special slot at base of the dictionary's case lid. 

The stylus is especially useful for operations that cannot be performed from the keyboard: highlighting an arbitrary text fragment in *Organizer* sections (to delete or to copy) or highlighting a multi-word translation in the *Dictionaries* entry (to make an explanation or reverse translation).

- ◆ **Note:** If, for some reason, the touch-sensitive control fails, use the MENU, ENTER, and arrow keys to access the *Touch Screen Calibration* setup screen. See page 157.

Main Menu

The *Main Menu* appears as a row of tabs on top of the screen when the dictionary is turned on (unless the *Resume screen* Setup option has been selected, see page 155), an application is closed, or the MENU key is pressed. The *Main Menu* is divided into six submenus, each of which includes a number of related options. These options represent *Sections* of the Partner®.



The six parts of the *Main Menu* are:



DICTIONARY



ORGANIZER



CALCULATOR



REFERENCE




COMMUNICATION



SETUP

Opening a Submenu

The easiest way to open a specific submenu when the *Main Menu* is displayed is by touching its tab on top of the screen.

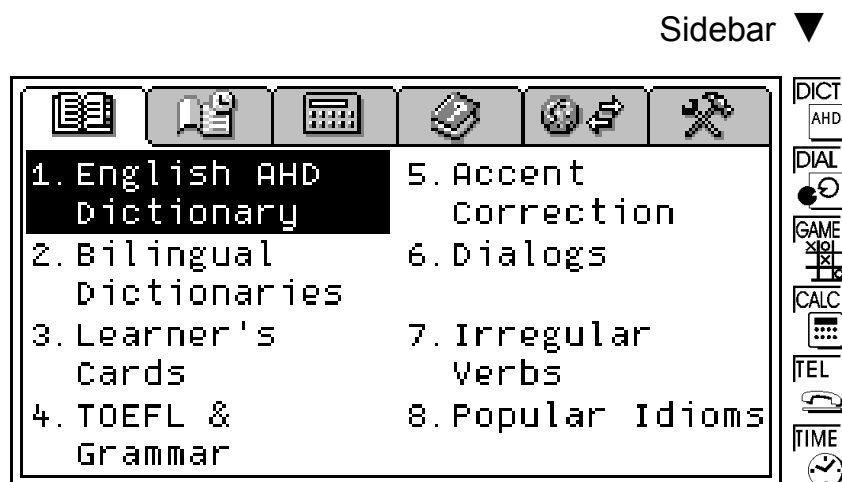
Alternatively, the submenus can be switched by pressing the MENU key or one of the paging  keys on the keyboard.

Opening a Section

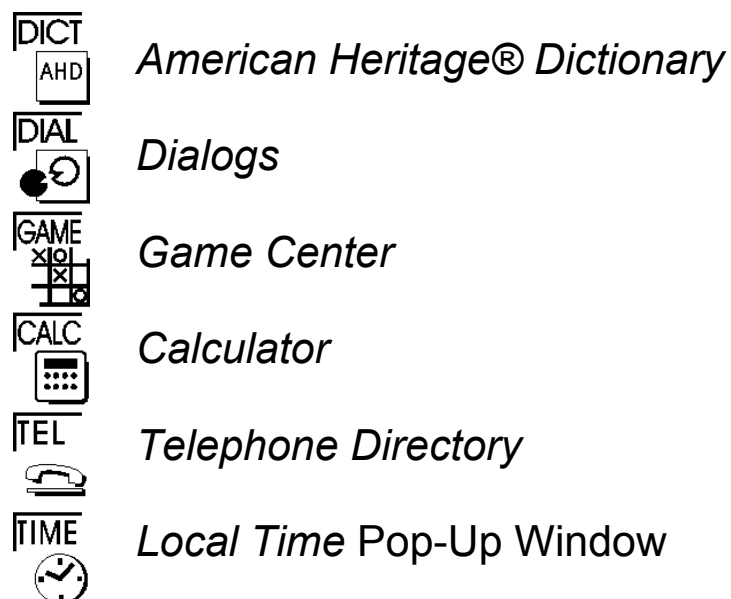
To open a section of the Partner®, display the appropriate part of the *Main Menu* and do one of the following:

- touch the option name
- move the highlight bar to the option name and press ENTER
- press the numeric key corresponding to the option number

Sidebar

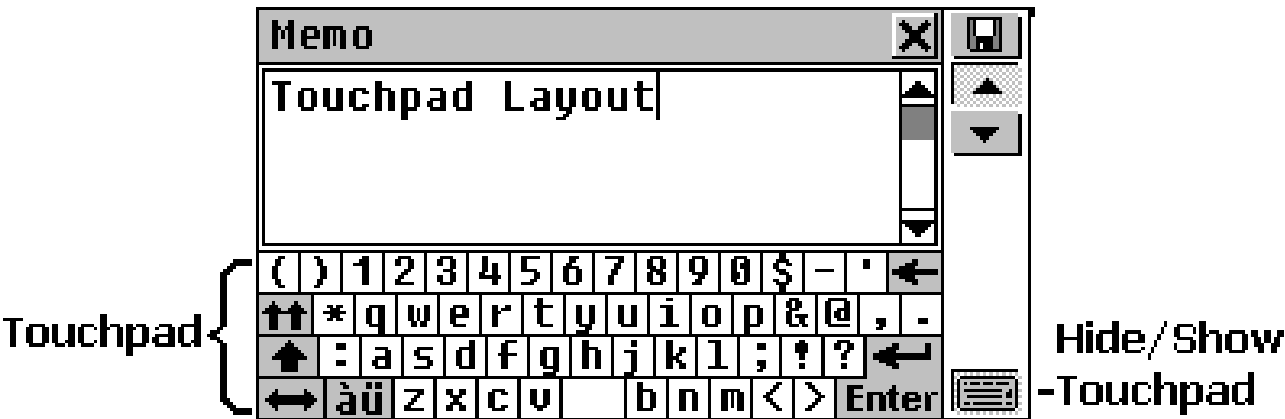




Six sections of the Partner® have permanent touch-sensitive shortcut buttons on the *Sidebar* to the right of the screen:







Touchpad

Touchpad is a set of virtual keys displayed on the screen that simulates the conventional physical keyboard or part of it. The most widely used throughout the Partner's® applications is the combination touchpad shown below.



Touching the keyboard button  in the lower-right corner of the screen or pressing SHIFT+F8 on the keyboard hides the touchpad, thus enlarging the visible input area. To re-display the touchpad, touch the  button or press SHIFT+F8 again.

The basic touchpad layout contains letters of the respective alphabet and a set of symbols. The images of control keys have the following meaning:

<i>Touch key</i>	<i>Meaning</i>	<i>Keyboard equivalent</i>
	Enter / Line Break	ENTER
	Backspace	BS
	Shift	SHIFT
	Caps Lock	SHIFT+CAPS



Change keyboard layout
for accented input

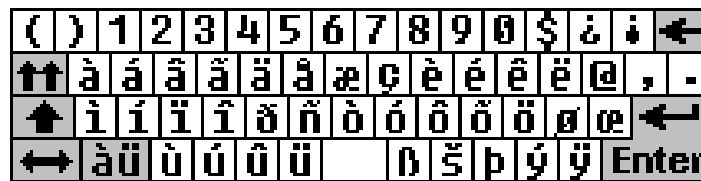
àÜ



Change Language



Touch then touch the desired symbol to enter an accented letter.



- ♦ **Note:** The basic English layout is automatically restored after the accented symbol is entered.

Windows





Every application, pop-up menu, or dialog box of the Partner® appears in its own *window*.

A window is displayed as a framed screen area with two main elements: the *Title Bar* and the *Close Button*.



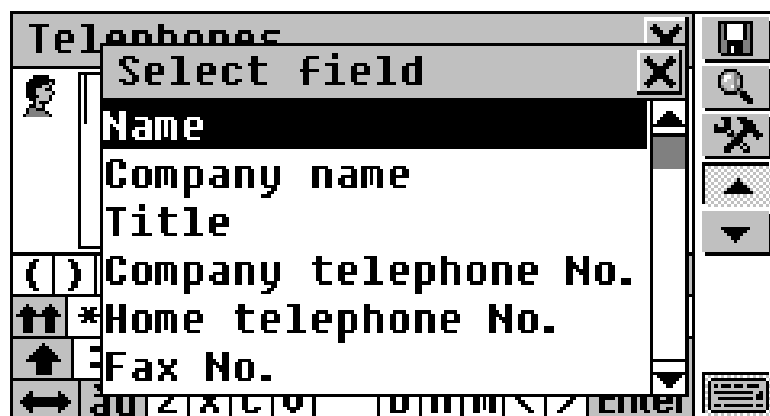
The *Title Bar* may show the name of the currently active section or a message title. Any window can be closed either by pressing ESC on the physical keyboard or by touching the *Close Button* in the window's upper-right corner.

Also present in a window might be the *Vertical Scroll Bar*. The *Scroll Box* on it shows the position of the displayed portion relative to the rest of relevant information. On a *Scroll Bar*:


- touch a *Scroll Arrow*  or  to advance or return one line
- touch and drag the *Scroll Box*  to browse
- touch the *Scroll Bar* below or above the *Scroll Box*  to jump to that portion of text.

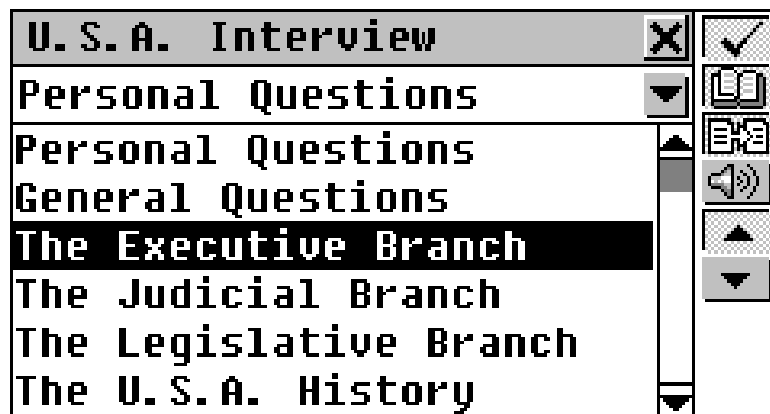
Pop-Up and Pull-Down Menus

A *Pop-up menu* is an overlapping window that requests the user's selection of one of the displayed options.

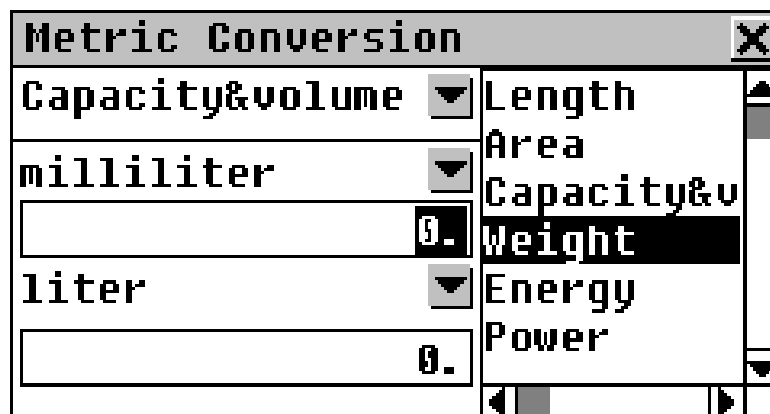


Touch a line with the stylus or move the highlight bar to a line with the arrow keys and press ENTER.

Aside from pop-up menus, non-window *Pull-down menus* may be used. The presence of a hidden pull-down menu is indicated by the button  on the screen.



Touch the arrow button to pull down a menu, for example:






To select an option, touch its name or highlight it and press ENTER. To hide a menu without making a selection, press ESC or touch the screen outside the menu area.

Dialog Box

A simple example of a *Dialog box* is a *prompt*, which contains a Yes/No question pending user's confirmation or cancellation.

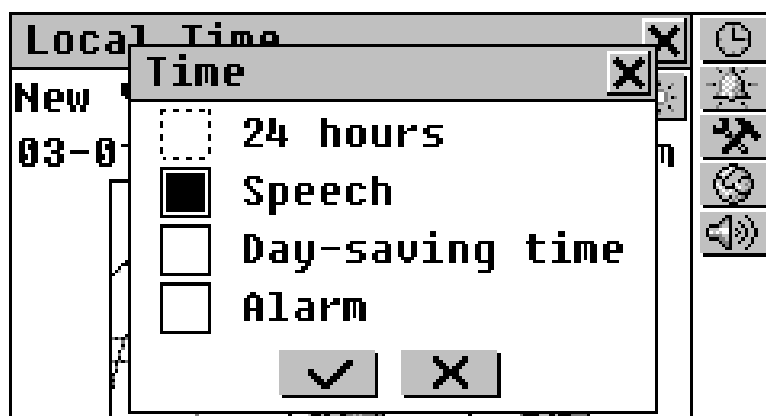


How you can respond to a prompt:



<i>Touch</i>	<i>Meaning</i>	<i>Keyboard equivalent</i>
	Yes	ENTER
	No	N
	Cancel	ESC

A *Setup* prompt expects the user to specify data items directly in the dialog box. This can imply either checking boxes or setting values.

Checking boxes










Check an empty box ☐ by touching it or by moving the dotted frame ☐ to the desired item with the arrow keys and pressing SPACE on the keyboard. A checked



box appears solid: . Touch  or press ENTER to apply changes and close the window.

Setting values



To change a value in a highlighted box, touch the   buttons or press the   keys. To change the active box, touch it or use the   keys. Touch  or press ENTER to save settings and close the window.

Message Box

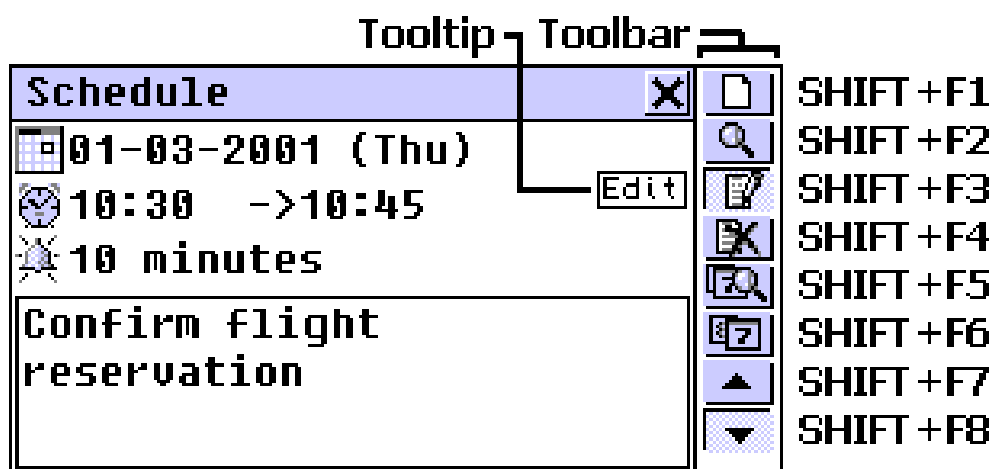
A *Message box* just requests acknowledgement of information, therefore, touching  is the same as closing the window (some message boxes do not display the  button at all).



The Partner® does not allow moving or switching active windows. Thus, you will have to close an overlapping window in order to proceed.

Toolbar

A *Toolbar* is a set of vertically arranged push buttons appearing to the right of a pertaining window.



The most frequently used *Toolbar* buttons are:


	Page Up		New
	Page Down		Save
	Scroll Up		Edit
	Scroll Down		Delete
	OK / Enter		Search
	Explain		Setup
	Translate		Say
	Check Spelling		Change font size

As an on-hand help to the user, a short *Toolbar* button description (*Tooltip*) appears when the button is being touched.

Commands and options associated with currently displayed *Toolbar* buttons are also accessible from the keyboard by pressing SHIFT+F1, F2, etc., counting buttons from top to bottom.

DICTIONARY MENU

The most important part of the Partner® – the DICTIONARY menu – encompasses eight language related sections, each of which is discussed in detail below.

- Select the  tab on the *Main Menu* to open the DICTIONARY Menu.

AMERICAN HERITAGE DICTIONARY

The integrated Digital Language System Partner® includes the most advanced English explanatory electronic dictionary available on the market – American Heritage® Dictionary. In order to utilize the tremendous potential of this dictionary to its fullest, carefully read this chapter of the User's Guide.

General Dictionary Function

- Select the *English AHD Dictionary* option on the DICT AHD button on the Sidebar, or press the DICT key on the keyboard.



Advanced Word Recognition

- Using the touchpad or the keyboard, start entering the word you want to explain.


While you are typing, two headwords closest in spelling to the portion you entered so far are displayed in the *Advanced Search Area* under the input line.

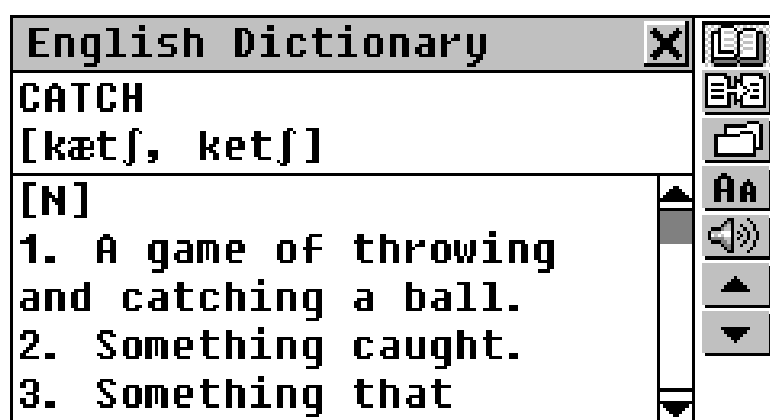
- If the desired word had appeared before you finished typing, select it (touch the corresponding line or make sure it is highlighted and press ENTER) to see the descriptions.

At any time during the search procedure you can scroll or page through the *Advanced Search Area* to manually find the word in question. To enlarge the visible *Search Area*, you may want to hide the touchpad.

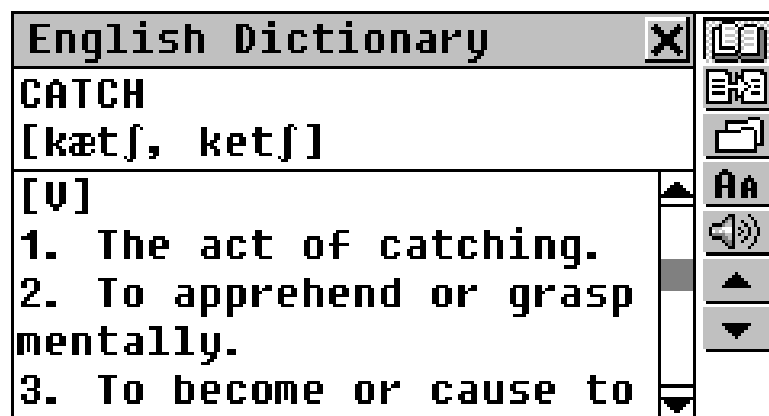
Viewing Entries

Suppose you want to give explanations of the English *verb* CATCH.

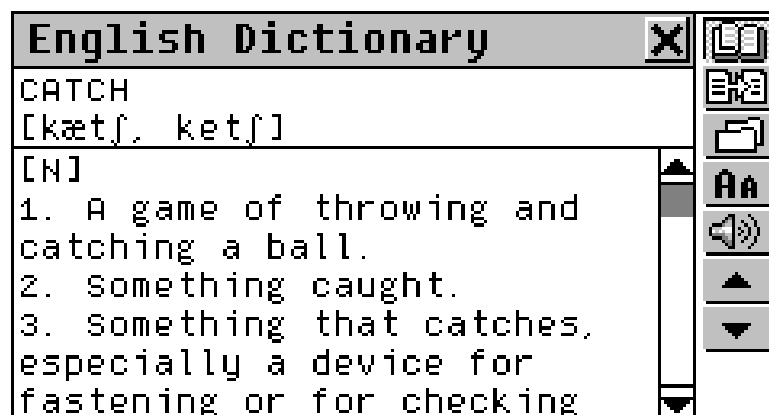
- Start entering CATCH on the input line and/or use the *Advanced Search Area* to find the headword CATCH.
- ◆ **Note:** The *Dictionary* search is not case-sensitive, so you can type in any case you want.
- To select CATCH and see its explanations, touch the corresponding line in the *Search Area*, or make sure the line is highlighted (press ↓ if necessary) and touch  on the screen or press ENTER on the keyboard. You will see explanations of the *noun* CATCH.



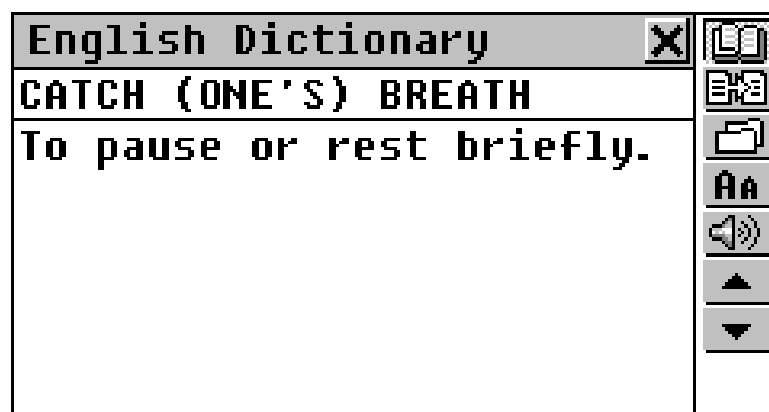
- Use the *Scroll Bar* or the ↓ key to scroll the screen down to see more explanations of the word CATCH. You will see explanations of the word CATCH as a *verb*.



- Touch **AA** to reduce the screen font size and to see more explanations of the given headword on the screen without scrolling.




- ♦ **Note:** Touch **AA** once again to restore the initial font size.
- Touch ▼ or press the ▼ key to page down to the next entry.




- ◆ **Note:** Headwords with the same spelling are listed in the alphabetical order of the abbreviations of their respective parts of speech.

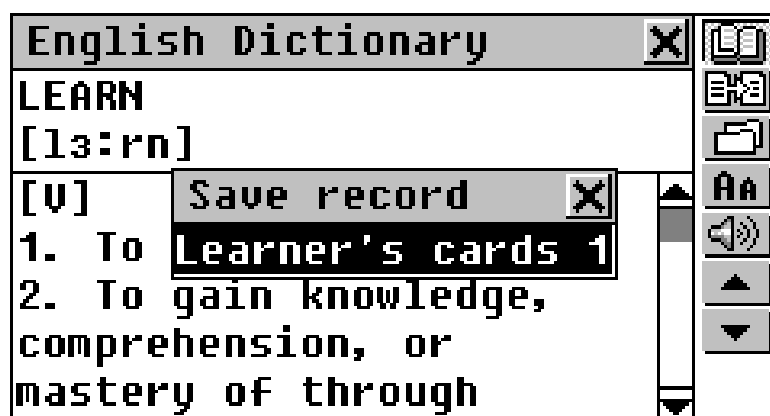
Parts of Speech

A	adjective	NPR	proper noun
ABBR	abbreviation	NUM	numeral
ADV	adverb	PART	particle
ART	article	PHR	phrase
AUX	auxiliary or modal verb	PREF	prefix
CONJ	conjunction	PREP	preposition
ID	idiom	PRON	pronoun
INTRJ	interjection	SUFF	suffix
N	noun	V	verb

- To get explanations of another word in the American Heritage® Dictionary, press ESC to return to the selection screen and begin a new search.
- To get instant translation of the selected headword into another language, touch  then select the target language from the list.





- To record a displayed entry on your personal *Learner's Card* (see details on page 48), touch  and specify the name of a set.

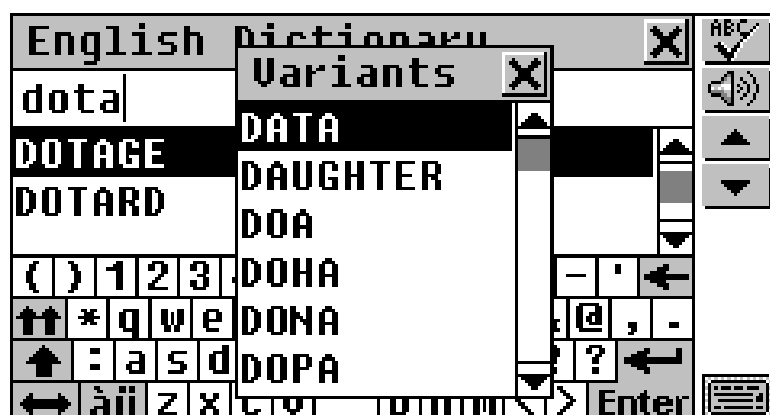


Spell-Checker Vector Ultima™

The multilingual spell-checker Vector Ultima™ is one of the most advanced on the market. When you are unsure of a word's spelling, the Vector Ultima™ allows you to enter the word as you hear it and choose a spelling version from a list of suggestions.

This section only provides the advanced English spell-checker. See page 36 to learn how to check the spelling of words in other languages.

- Type the word DAUGHTER as you hear it: DOTA.
- Touch  or press SHIFT+SPELLER on the keyboard (SHIFT and either of the  keys). A list of suggested *Variants* appears on the screen.

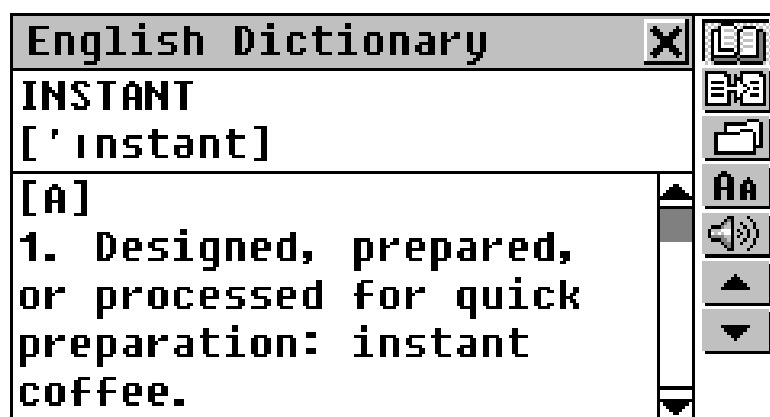


- Select the word DAUGHTER to see its explanation.
- ♦ **Note:** If the spell-checker is unable to suggest alternative words, the *No variants* message is shown.

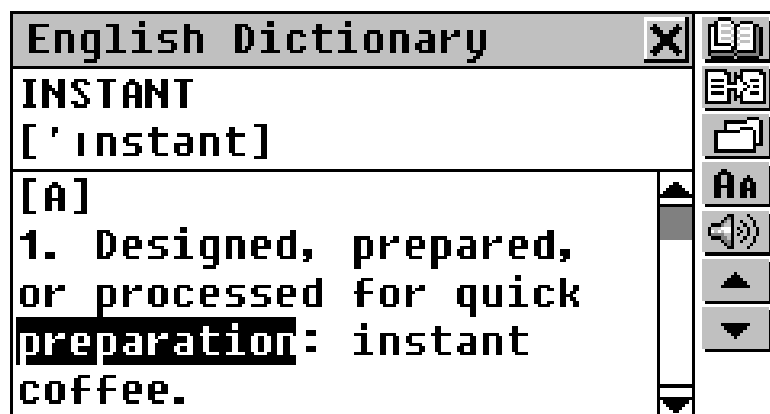
Instant Explanation

Partner® allows you to get instant explanations of any word or expression from the explanation of the given headword.

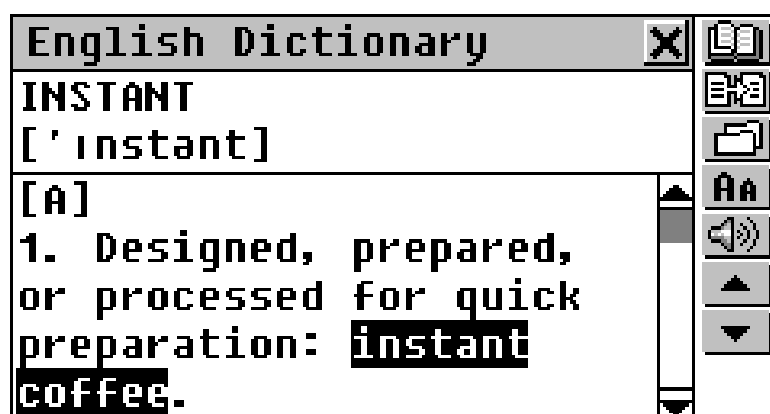
- Display the entry for the adjective INSTANT.




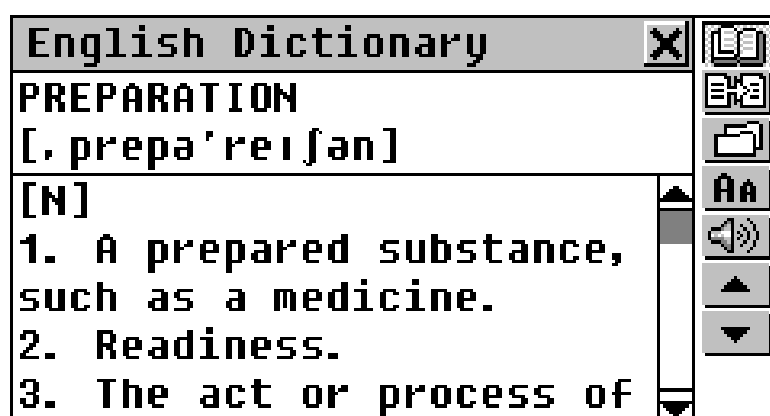
- Highlight a word by
 - touching it with the stylus or
 - moving the highlight bar to it with the → key.




- ◆ **Note:** You can also highlight an expression. Expressions constituting a complete explanation variant (delimited with commas) can be highlighted as a whole. To highlight a whole expression between commas, touch its first word with the stylus and drag it along the expression until the last word is highlighted.



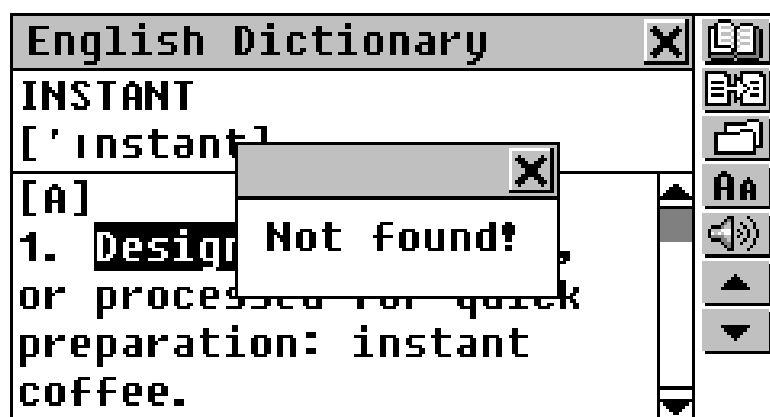
- ◆ **Note:** Don't highlight across explanation boundaries or punctuation marks.
- Touch  or press ENTER to obtain an instant reverse explanations of the highlighted word or expression.




- To translate the highlighted word or expression into another language, touch  then select the target language from the list.



- ◆ **Note:** Note that the word selected for the reverse explanation or translation must be in its basic (dictionary) form. Otherwise no explanation or translation can be made:



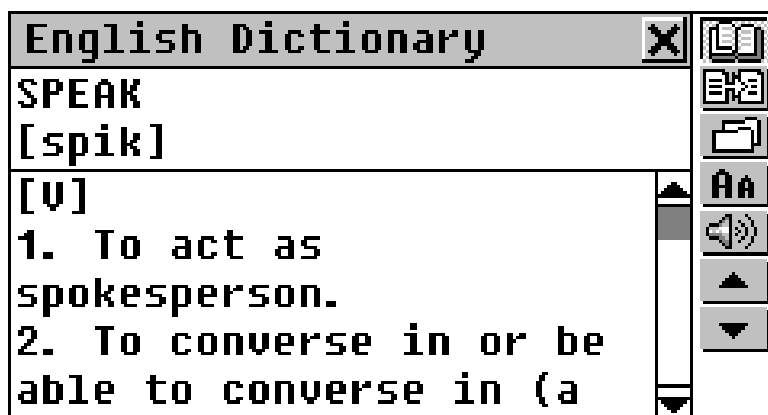
You can make up to 5 reverse explanations or translations in a row, each using its own window. The message *Last translation* is displayed if the limit is reached.



- To close the opened windows in the backward order, touch  or press ESC.



Pronunciation of Words and Sentences

One of the most exciting features of the Partner® is the TruVoice®-based pronunciation of English words and phrases.

- Display an entry, for example:



- Touch  or the  key to listen to the pronunciation of the headword.

TruVoice® is able to generate pronunciation of any English text, not limited to dictionary entries. Simply type a word or phrase on the selection screen of the corresponding *Dictionary* and choose  or press  key to listen to its pronunciation.

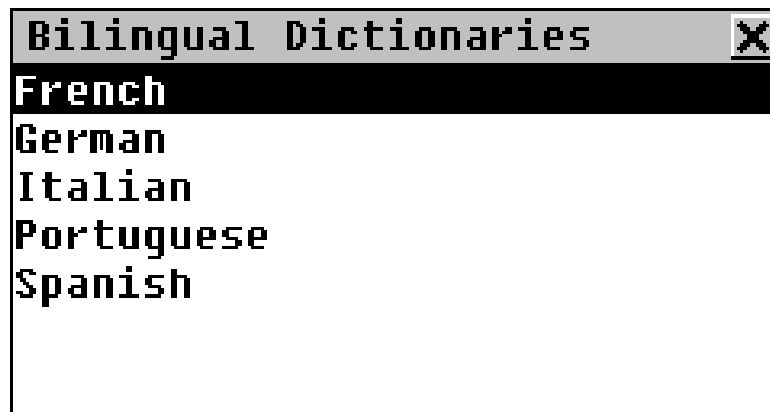
- ◆ **Note:** In the *Speech Level* option of the *System Setup* menu (page 156) you may adjust speech volume, frequency and speed shaping your own pronunciation style. In addition, volume can be conveniently changed “on the fly” using the external switch (see *General View*, page 9).



BILINGUAL DICTIONARIES

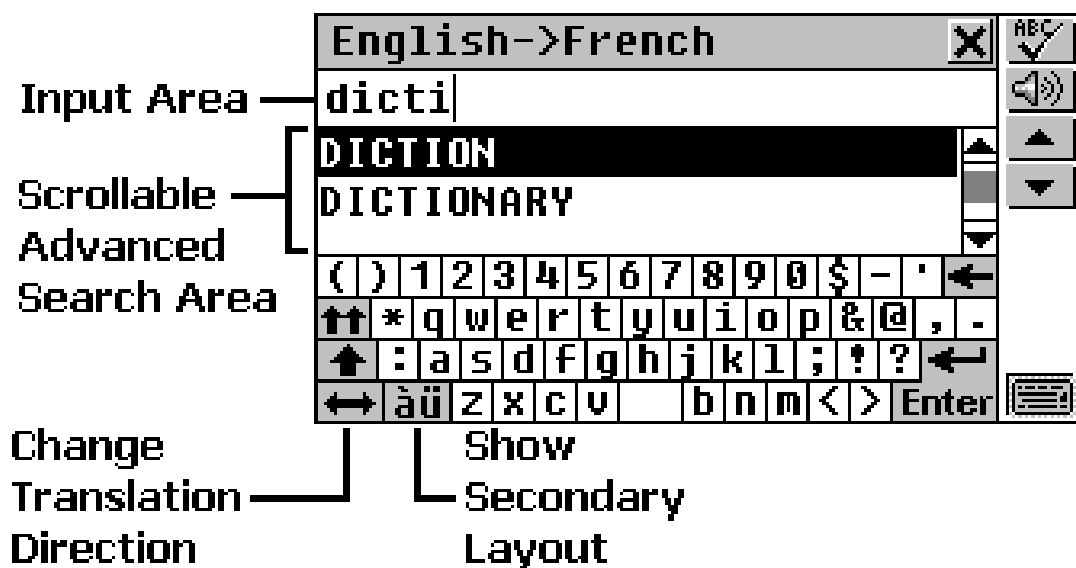
The integrated Digital Language System Partner® contains the most advanced bi-directional English-French / German / Italian / Portuguese / Spanish electronic dictionaries available on the market. In order to utilize the tremendous potential of this dictionary to its fullest, carefully read this chapter of the User's Guide.

General Dictionary Function

- Select the *Bilingual Dictionaries* option on the DICTIONARY Menu. The list of the available bilingual dictionaries will be displayed:



- Select the target language from the list.
- ♦ **Note:** All functions and keys work in the same way for all bilingual dictionaries, whatever language you've chosen as the target one.
- If needed, change the direction of translation by touching  on the touchpad or pressing  on the keyboard.



Advanced Word Recognition

- Using the touchpad or the keyboard, start entering the word you want to translate.


While you are typing, two headwords closest in spelling to the portion you entered so far are displayed in the *Advanced Search Area* under the input line.

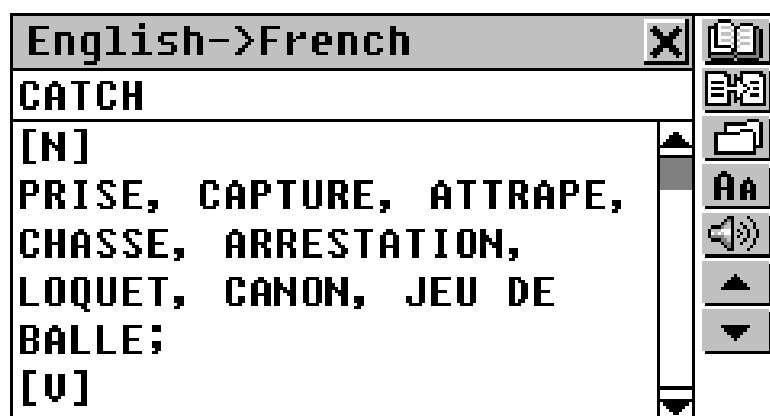
- If the desired word had appeared before you finished typing, select it (touch the corresponding line or make sure it is highlighted and press ENTER) to see the translations.

At any time during the search procedure you can scroll or page through the *Advanced Search Area* to manually find the word in question. To enlarge the visible *Search Area*, you may want to hide the touchpad.

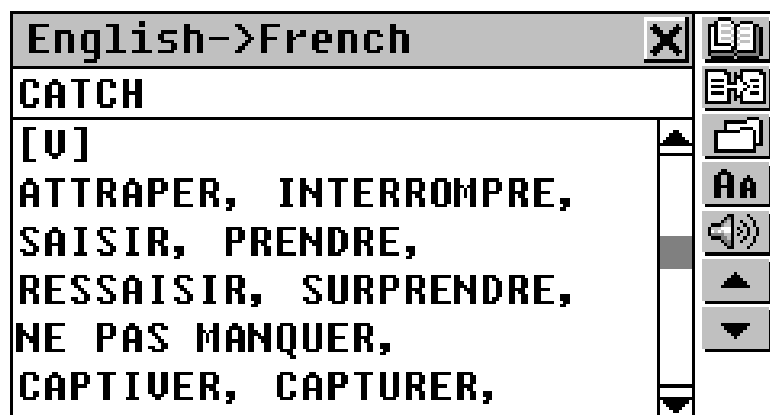
Viewing Entries

Suppose you want to translate the English *verb* CATCH into French.

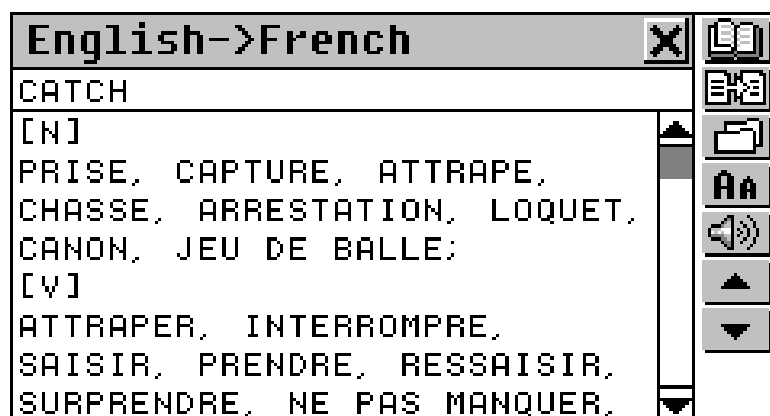
- Start entering CATCH on the input line and/or use the *Advanced Search Area* to find the headword CATCH.
- ♦ **Note:** The *Dictionary* search is not case-sensitive, so you can type in any case you want.
- To select CATCH and see its translations, touch the corresponding line in the *Search Area*, or make sure the line is highlighted (press ↓ if necessary) and touch  on the screen or press ENTER on the keyboard. You will see translations of the *noun* CATCH.



- Use the *Scroll Bar* or the ↓ key to scroll the screen down to see more translations of the word CATCH. You will see translations of the word CATCH as a *verb*.

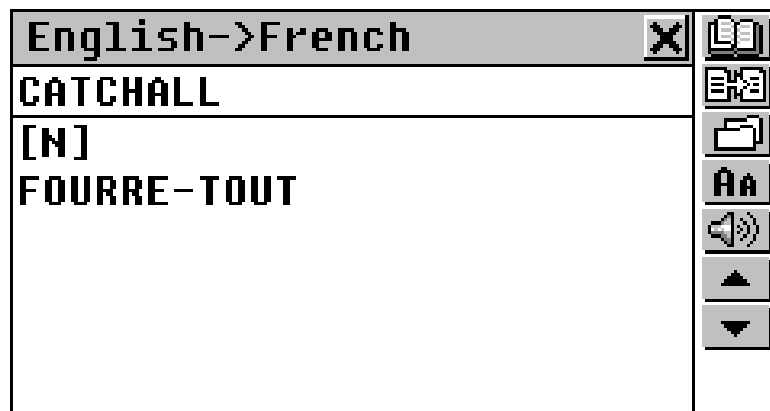


- Touch **AA** to reduce the screen font size and to see more translations of the given headword on the screen without scrolling.



- ◆ **Note:** Touch **AA** once again to restore the initial font size.

- Touch  or press the ▼ key to page down to the next entry.




- ◆ **Note:** Headwords with the same spelling are listed in the alphabetical order of the abbreviations of their respective parts of speech.

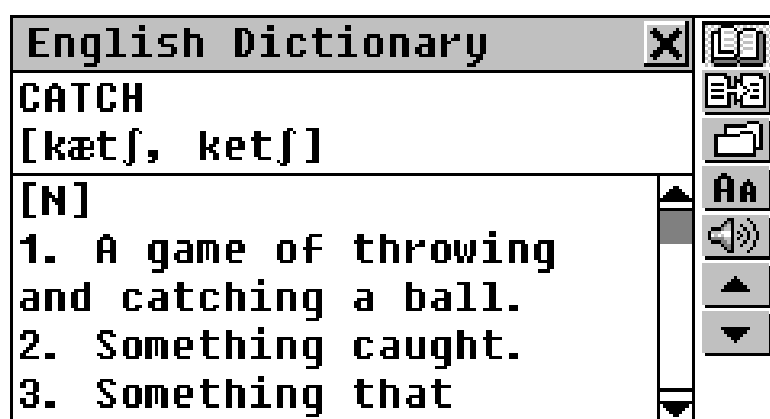
Parts of Speech




A	adjective	NPR	proper noun
ABBR	abbreviation	NUM	numeral
ADV	adverb	PART	particle
ART	article	PHR	phrase
AUX	auxiliary or modal verb	PREF	prefix
CONJ	conjunction	PREP	preposition
ID	idiom	PRON	pronoun
INTRJ	interjection	SUFF	suffix
N	noun	V	verb

- ◆ **Note:** The following marks are used to denote the gender and number of nouns:


M	masculine	FN	feminine or neuter
F	feminine		
N	neuter	MPL	masculine plural
PL	plural	FPL	feminine plural
MF	masculine or feminine	MFPL	masculine or feminine plural
MN	masculine or neuter		

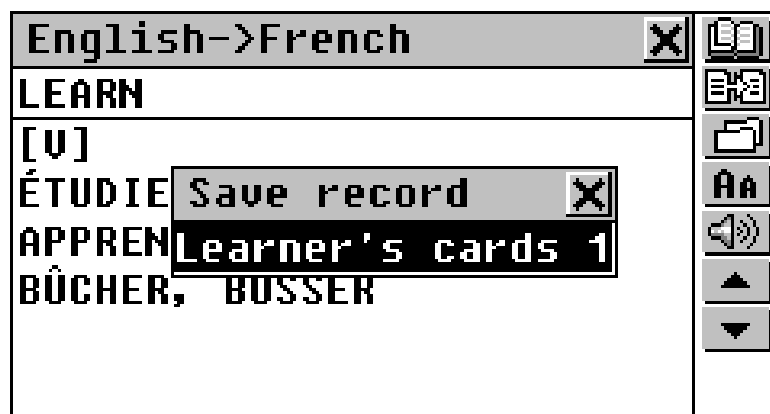
- To translate another word in the same dictionary, press ESC to return to the selection screen and begin a new search.
- Touch  to get instant explanation of the English headword in the American Heritage® Dictionary (see page 27 for more details).



- ♦ **Note:** Close American Heritage® Dictionary window or press ESC to return to the *Bilingual Dictionaries* section.
- To change the direction of translation,
 - use ESC to return to the selection screen, then touch  or press , or
 - make a reverse translation (page 33).
- To get instant translation of the English headword into another language, touch  then select the target language from the list.





- To record a displayed entry on your personal *Learner's Card* (see details on page 48), touch  and specify the name of a *Card's* set.

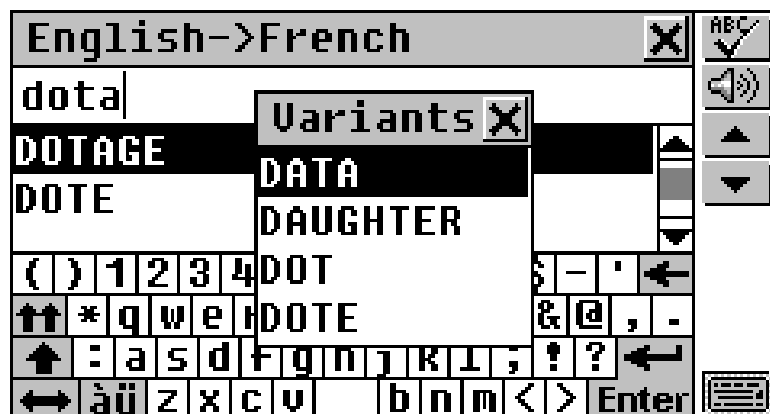


Spell-checker Vector Ultima™

The multilingual spell-checker Vector Ultima™ is one of the most advanced on the market. When you are unsure of a word's spelling, the Vector Ultima™ allows you to enter the word as you hear it and choose a spelling version from a list of suggestions. The spell-checker works for English, French, German, Italian, Portuguese and Spanish.

- Type the word DAUGHTER as you hear it: DOTA.

- Touch  or press SHIFT+SPELLER on the keyboard (SHIFT and either of the  keys). A list of suggested *Variants* appears on the screen.

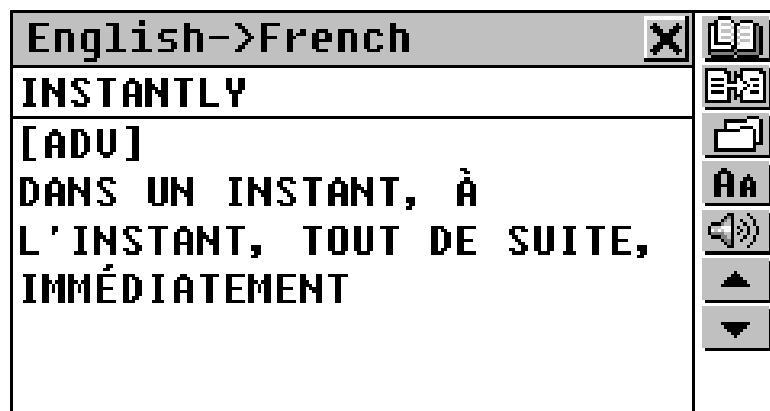


- Select the word DAUGHTER to see its translations.
- ♦ **Note:** If the spell-checker is unable to suggest alternative words, the *No variants* message is shown.

Instant Reverse Translation

For your convenience, the Partner® provides an *Instant Reverse Translation* for all words in the *Bilingual Dictionaries*.

- For example, display the entry for the adverb INSTANTLY.




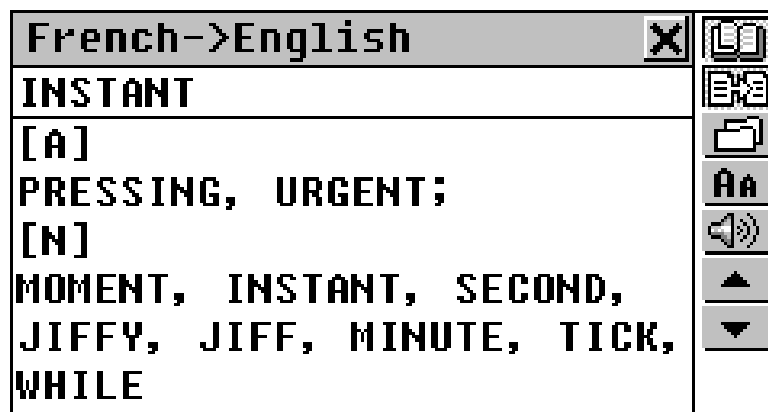
Translating a word

- Highlight a word among the translations by
 - touching it with the stylus or
 - moving the highlight bar to it with the → key.

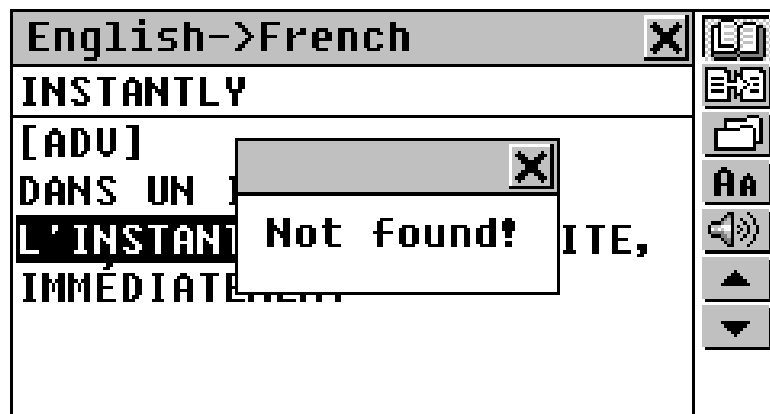
For example:



- Touch  to obtain an instant reverse translation of the highlighted word.



- ♦ **Note:** Note that the word selected for the *Reverse Translation* must be in its basic (dictionary) form. Otherwise no translation can be made:



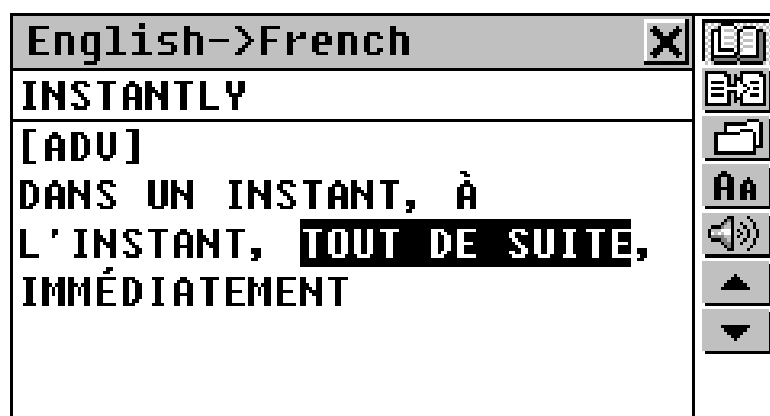
- ◆ **Note:** To translate the highlighted English word into another language you must select the target language from the list.




Translating an expression



Expressions constituting a complete translation variant (delimited with commas) can be highlighted and translated as a whole.

- To highlight a whole expression between commas, touch its first word with the stylus and drag it along the expression until the last word is highlighted.
- ◆ **Note:** Don't highlight across translation boundaries.



- Touch  or press ENTER to obtain an instant reverse translation of the highlighted expression. In case if you want to translate from English, you must select the target language from the list.

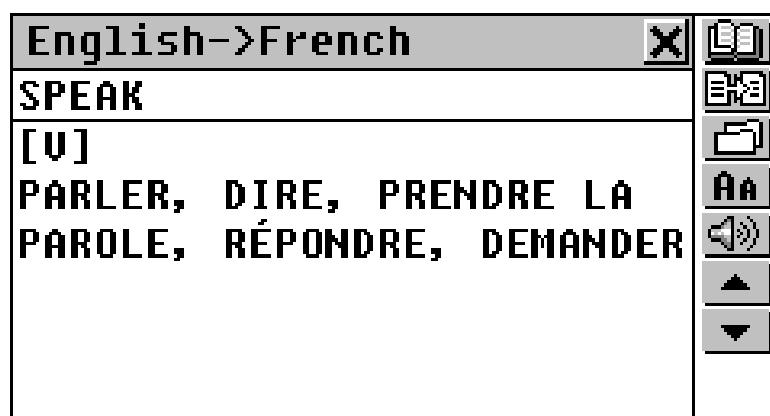
You can make up to 5 reverse translations in a row, each using its own window. The message *Last translation* is displayed if the limit is reached.



- To close the *Reverse Translation* windows in the backward order, touch  or press ESC.
- You can also get an instant explanation of the highlighted English word or expression in the American Heritage® Dictionary. Just highlight the word or expression as described above and touch .

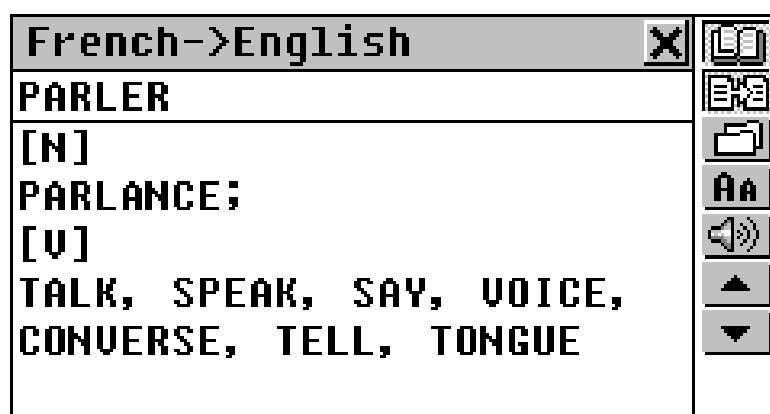
Pronunciation of Words and Sentences



One of the most exciting features of the Partner® is the TruVoice®-based pronunciation of English words and phrases.



- Display an English entry, for example:



- Touch  or press the  key to listen to the pronunciation of the English headword.
- Change to the *French-English* dictionary, for example by making a reverse translation.




- Touch  or press the  key to listen to the pronunciation of all English translations.

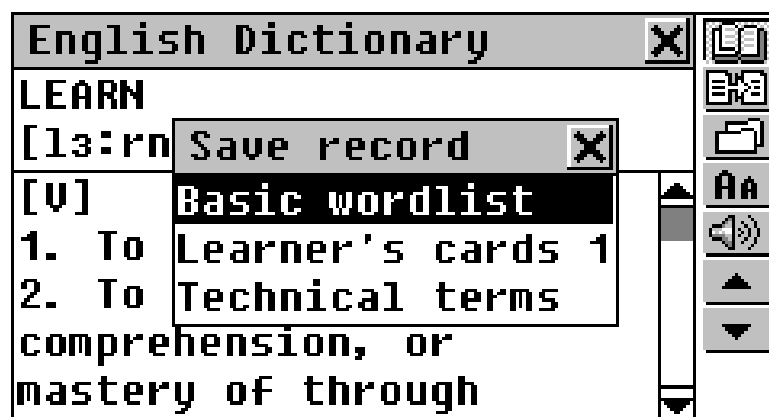
TruVoice® is able to generate pronunciation of any English text, not limited to dictionary entries. Simply type a word or phrase on the selection screen of the *English Dictionary* and choose  or press  key to listen to its pronunciation.

- ◆ **Note:** In the *Speech Level* option of the *System Setup* menu (page 156) you may adjust speech volume, frequency and speed shaping your own pronunciation style. In addition, volume can be conveniently changed “on the fly” using the external switch (see *General View*, page 9).

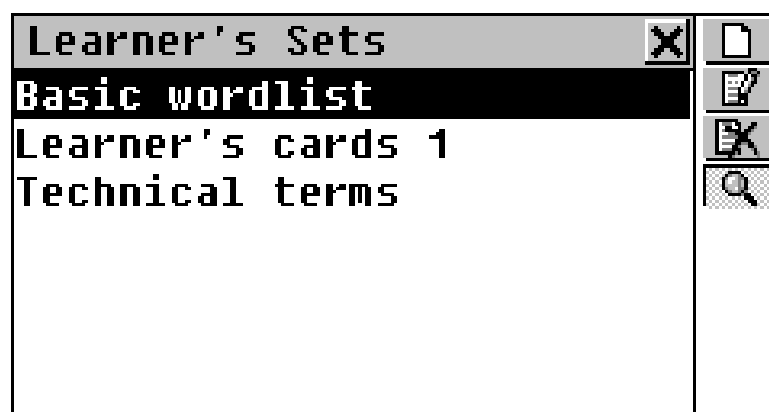
LEARNER'S CARDS

The *Learner's Cards* section provides you with a convenient personalized storage for selected *English Dictionary*, *Bilingual Dictionaries*, *Irregular Verbs* and *Popular Idioms* entries that can help you memorize foreign words and their meanings more effectively.







An entry is saved in the appropriate *Learner's Set* when you selected  and specified one of the available sets.

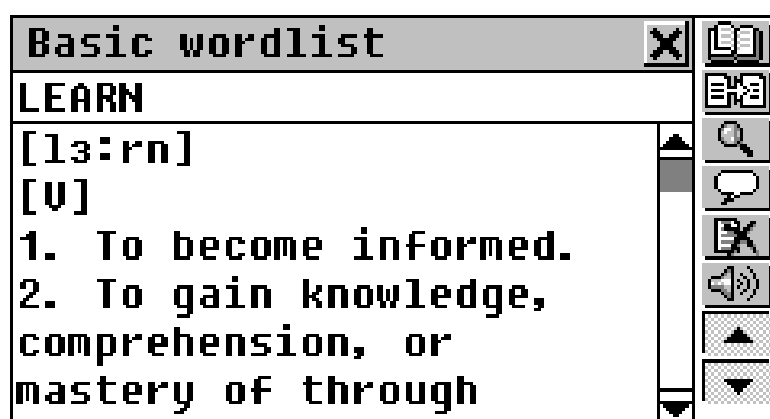


- Select the *Learner's Cards* option on the DICTIONARY Menu. The list of the available *Learner's Sets* will be displayed.
- ◆ **Note:** Only one set, "Learner's cards 1", is available by default. You can use up to ten *Learner's Sets* including the initial one.












On the menu use:

-   to move the highlight bar
 - ENTER to open a highlighted set
 -  to create a new set
 -  to change the name of a highlighted set
 -  to clear contents of a highlighted set
 -  to make a headword search in a highlighted chapter.
- Open a chapter alphabetically by touching the corresponding line or by moving the highlight bar to it and pressing ENTER.



Use buttons/keys:

-  to highlight any word or expression in the translation or explanation of the given headword
-  to get explanation of the English headword or of the highlighted English word or expression in the American Heritage® Dictionary (see page 27)
-  to translate the headword or the highlighted word or expression into another language. In case if you want to translate from English, you must select the target language from the list (see page 36)

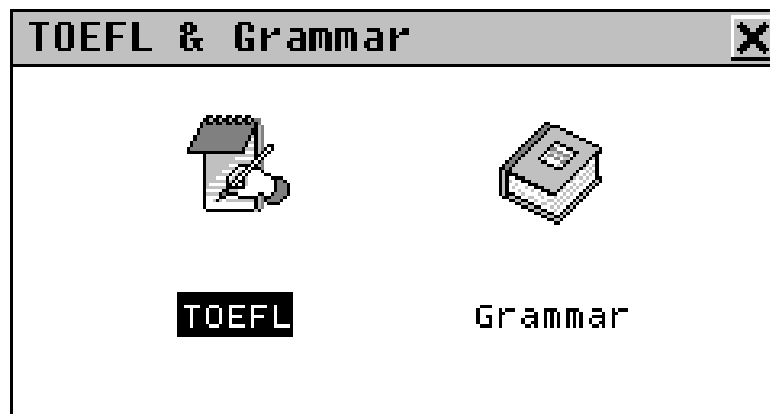
-  to make a headword search in the current set
-  to show/hide translations or explanations of the selected word
-  to delete the displayed record
-  / ▼ or  / ▲ to move to the next or previous record, respectively
-  to listen to the English contents of a displayed record.

TOEFL AND GRAMMAR

The Partner® contains a practical preparation guide for the *Test of English as a Foreign Language* (TOEFL), which is required of non-native English speakers as part of the admission procedure to an American college. This section offers you a unique opportunity to practice the computerized test version as it is likely to be presented to you at a real examination.

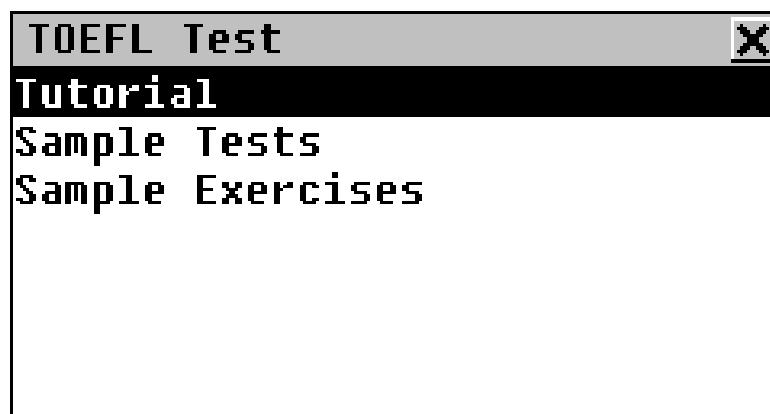
Also, one of the useful functions of the Partner® is the *English Grammar for non-English Speakers*. Consistent with its target audience, only English text is available.

- Select the *TOEFL & Grammar* option of the DICTIONARY Menu. The *TOEFL & Grammar* selection menu is shown.



TOEFL test

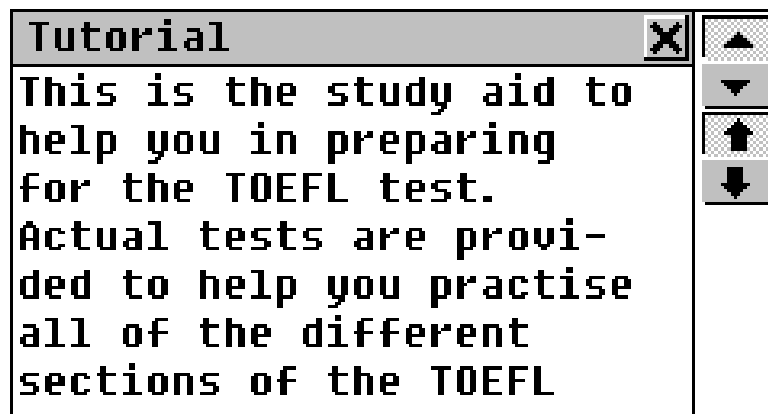
- Select the *TOEFL* option from the *TOEFL & Grammar* menu to access the *TOEFL* submenu.










Tutorial

The *Tutorial* provides you with general information about the requirements, structure, and duration of a TOEFL test. The *Tutorial* text is available in English.

- Select the *Tutorial* option on the *TOEFL* menu.



- Read the *Tutorial*, using   or   for scrolling by line,   or  for paging.

After you become acquainted with the *TOEFL* basics set forth in the *Tutorial*, you might feel prepared to practice in answering questions. For your convenience, sample questions are arranged in two sequences, represented by the options *Sample Tests* and *Sample Exercises*.

Sample Tests and Sample Exercises

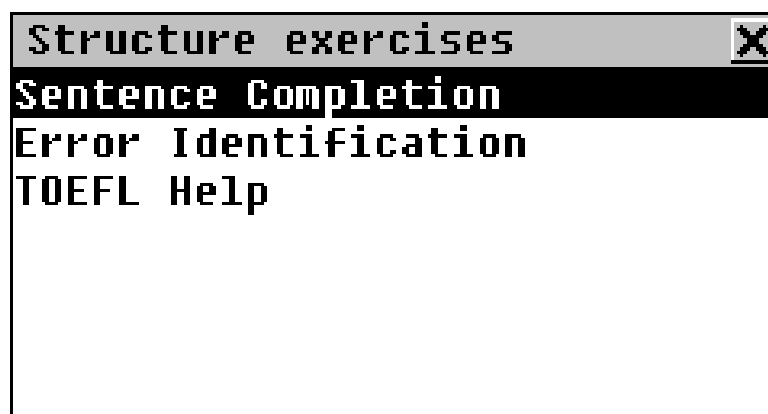
- Select the *Sample Tests* option on the *TOEFL* menu to open its submenu, which includes four tests options.

Each test contains Multiple Choice questions pertaining to all three sections of the TOEFL test in this order: *Listening Comprehension*, *Structure and Written Expression* (option *Structure and Grammar*), *Vocabulary and Reading Comprehension* (option *Reading Comprehension*).

- Select the *Sample Exercises* option on the *TOEFL* menu to open its submenu, which includes three options corresponding to the sections of TOEFL.

The *Sample Exercises* option allows you to practice each of the three sections of the TOEFL test separately. The questions from the four available *Sample Tests* are

rearranged depending on which section of the test they belong to. The sections are further subdivided into two or three parts comprising questions of the same type. For example, parts of *Structure and Grammar* (Structure and Written Expression) are *Sentence Completion* and *Error Identification*:

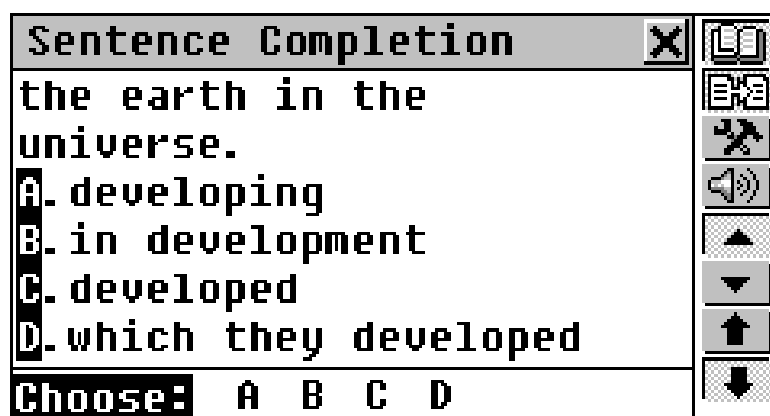


- By selecting the auxiliary *TOEFL Help* option you can obtain detailed directions for the types of exercises included in the current menu.

Regardless of which practice form you have chosen, each sample question is structured as follows:

- Question text (not displayed in the *Listening Comprehension* section^{*})
- Four answer versions lettered A, B, C, D, immediately following the question text
- Answer selection bar at the bottom of the screen

^{*} The questions of the *Listening Comprehension* section, instead, are *spoken out* for you while only answers are displayed.

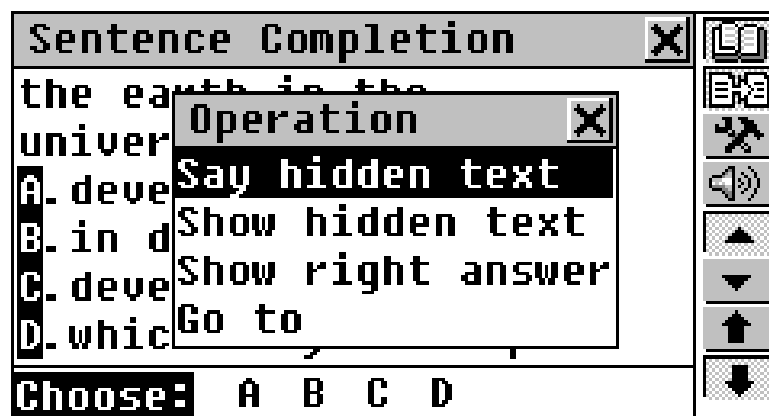


Use buttons/keys:

- / ↓ or / ↑ to scroll the text
- to highlight any word or expression
- to get explanation of the highlighted word or expression in the American Heritage® Dictionary (see page 27)
- to translate the highlighted word or expression into another language (you must select the target language from the list) (see page 36)
- to pop up an auxiliary menu
- / ▼ or / ▲ to go to the next/previous question
- to listen to the pronunciation of the English text on the screen
- to return to the menu.


Pop-Up Menu

- Touch to display the pop-up menu.

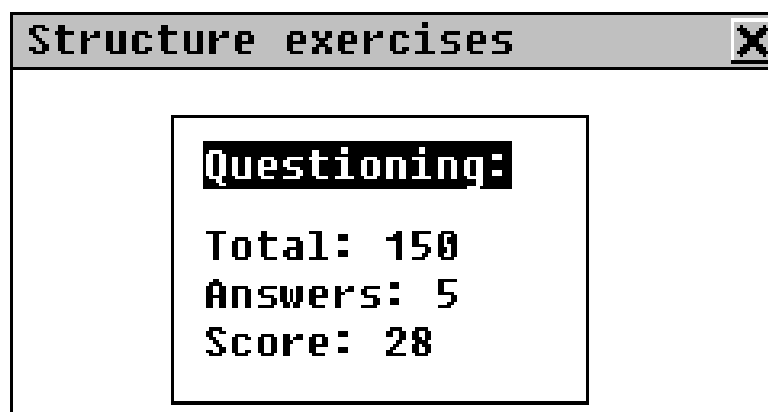


- ◆ **Note:** The options *Say hidden text* and *Show hidden text* only work with questions from the *Listening Comprehension* section, and are disabled elsewhere.
 - Select *Say hidden text* to hear a *Listening Comprehension* question text again
 - Select *Show hidden text* to display a *Listening Comprehension* question text
 - Select *Show right answer* to see the correct answer
- ◆ **Note:** Use these options only for self-checking: *Say hidden text*, *Show hidden text* and *Show right answer* must be resorted to as sparingly as possible since this kind of help will not be available during a real test.
 - To jump to a specific question, select *Go to* and specify a question number

Selecting an Answer and Viewing the Score

- Select an answer by highlighting the corresponding letter on the bottom bar. You can do it either by direct touching or by moving the blinking highlight to the desired letter with the **←→** keys.
- To go to the next question, use  or **▼**. In the *Sample Exercises* section, an instant message appears momentarily telling you whether your answer was right or wrong.

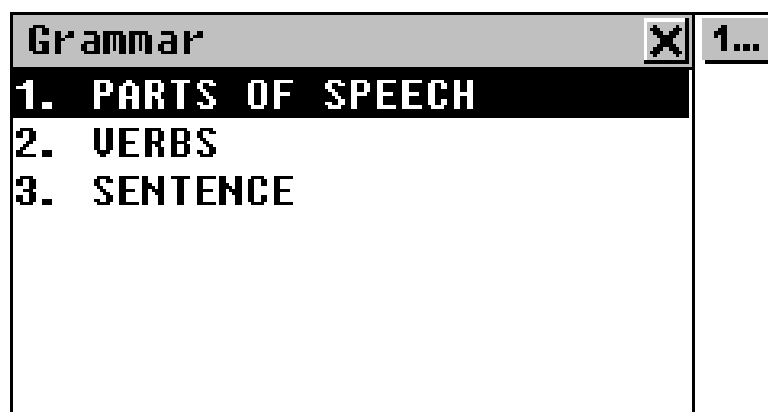
- When you leave a “Three Sections of TOEFL” menu, a message box is shown:



Total shows the total number of questions in the test or a section of *Sample Exercises*. *Answers* indicates how many questions were correctly answered during the concluded session. The third line shows your score, which is based on a formula used for real TOEFL tests.


Grammar

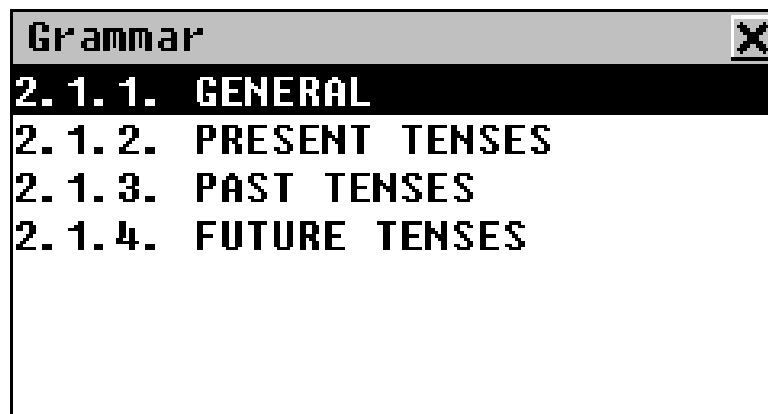
- Select the *Grammar* option from the *TOEFL & Grammar* menu.




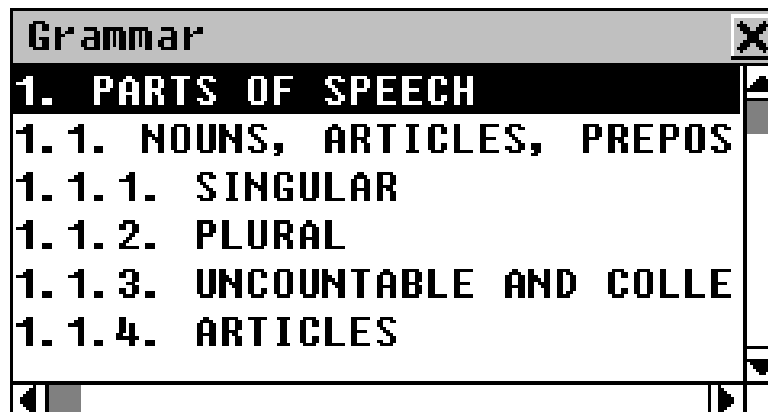
The *English Grammar* is structured by way of hierarchically numbered three-level menus that include options referring

to traditional grammatical topics. A topic's text is displayed when a third level menu option is selected.

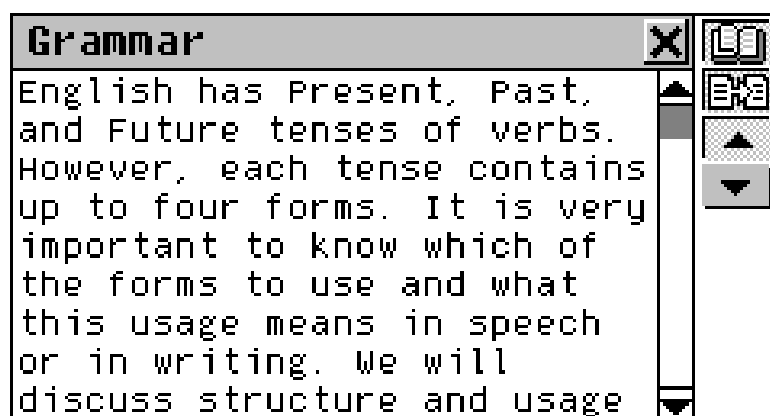
- You can reach a third level menu in either of the following ways:
 - navigating the levels consecutively by selecting one of the options (touch  or press ESC to return to a previous level)










- highlighting one of the first menu options and touching  to display a list of all third level options, any of which can be selected directly:



- To display the text, select a third level option.



Use buttons/keys:

-   to scroll the text
-  to highlight any word or expression
-  to get explanation of the highlighted word or expression in the American Heritage® Dictionary (see page 27)
-  to translate the highlighted word or expression into another language (you must select the target language from the list) (see page 36)
-  / ▼ or  / ▲ to display the beginning of the next / previous topic of the current menu.

ACCENT CORRECTION

The *Accent Correction* is an excellent self-teaching tool to improve your English articulation skills.

The section contains over 1,100 commonly used phrases. Each French / German / Italian / Portuguese / Spanish sentence has 2-3 variants of English translations.

For ease of reference, they are divided into 12 conversational topics:

Everyday conversation

Communication

Traveling

At the bank

Hotel

Transport

In the restaurant

Health

Shopping

Beauty care

Sightseeing

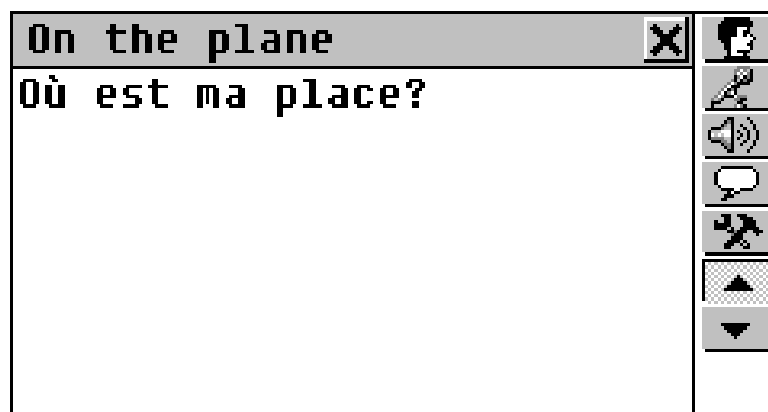
Calling for police


Each topic contains a number of episodes.

The basis of correcting pronunciation are the phonetic exercises, with the purpose of coming closer to the reference pronunciation of the American-speaking announcer. Model phrases are recorded by the announcer, and are processed and stored in the memory of your Partner®.


During exercises, the phrases you pronounce are entered with the help of the built-in microphone, are processed, and are compared to the model. In the comparison stage, a unique speech recognition technology is used to determine which phrase was spoken. On the basis of this comparison, a decision is made on the degree of closeness of your pronunciation to the model.

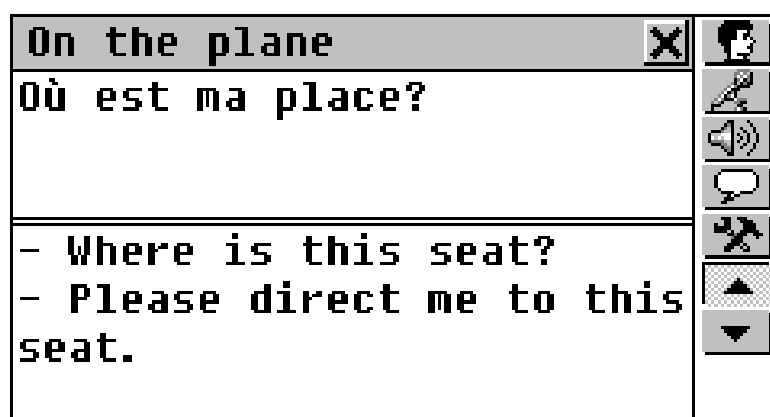
- Select the *Accent Correction* option on the DICTIONARY Menu.
- Chose a topic and an episode, for example:






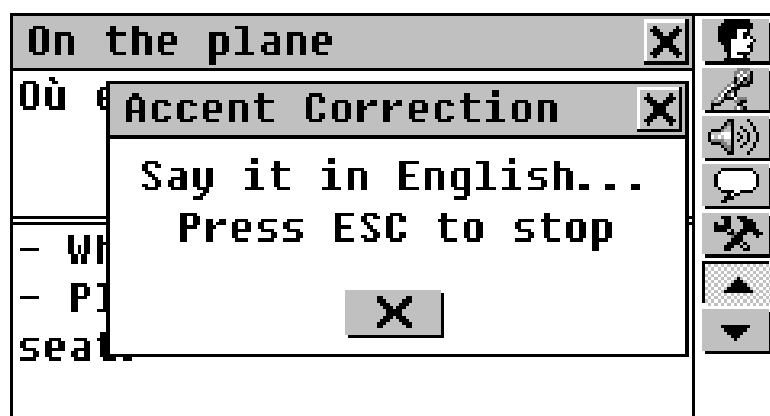
- **Note:** French language defaults after the system initialization. To change the target language in the bottom box, touch . The target language is simultaneously changed in the following sections: *Accent Correction*, *Dialogs*, *Irregular Verbs*, and *Popular Idioms*.



- Translate a sentence into English by yourself.
 - If you cannot confidently translate a phrase in English, touch  on the *Toolbar* to view variants of the translation.

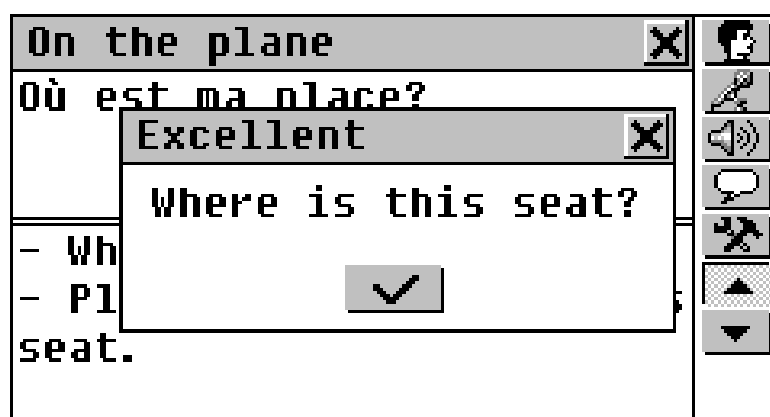


- Touch  or press the  key to listen to the pronunciation of the English sentences.
- Touch .
- Come close to the built-in microphone to a distance of 3 – 6 inches (8 – 15 cm.) and say one of the possible variants of translation in English.

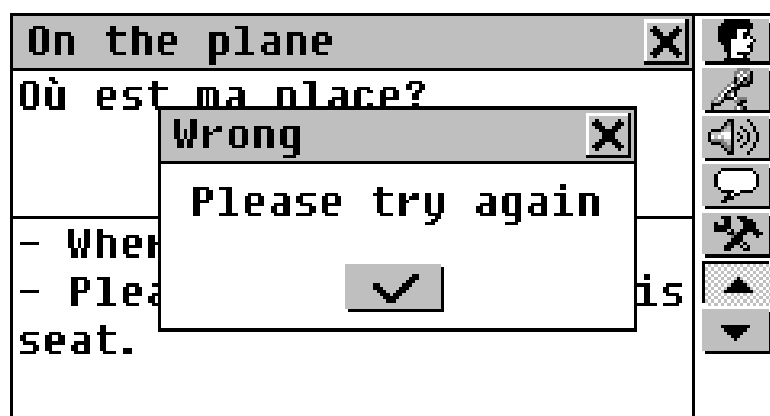


- ◆ **Note:** The long absence of an answer (more than 4 – 6 seconds) means that it is necessary to repeat the phrase more loudly or to lower extraneous noises.

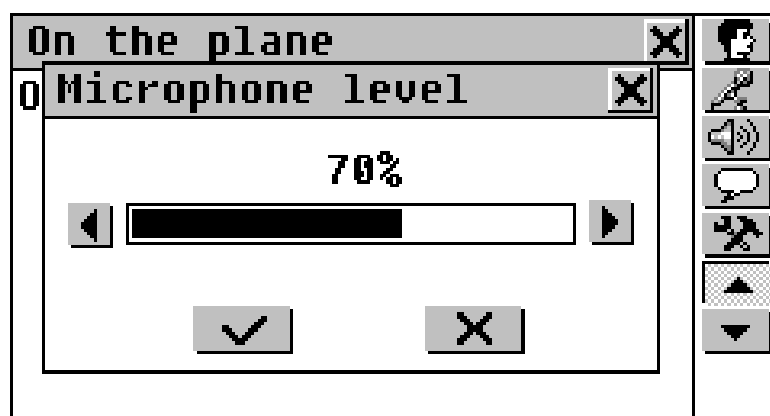
The phrase you said will be recorded, automatically recognized and compared with the model pronunciation. The results of the comparison are given as *Excellent*, *Good* or *Poor*.



If the phrase you said is unsuccessfully recognized, does not enter into the number admitted, or is evaluated as unsatisfactory, the appropriate message will be displayed. At the same time, Partner® will pronounce the first variant of the offered translation in English.



- ◆ **Note:** The quality of recognition of a voice strongly depends on the level of external noise. Try to ensure silence in the room where you practice pronunciation.
- Use ▼ ▲ or ◆ to move between phrases within an episode.
- If necessary, increase the level of amplification of the microphone by pressing the 🔊 button.



- To turn off the prompt mode, touch 🗨 on the *Toolbar* one more time.

For successful practice it is necessary to take into account the following recommendations:

1. Ensure silence at the time of use.

2. Choose the optimum distance from the built-in microphone within a range of 3 – 6 inches (8 – 15 cm), in view of your habitual loudness of pronunciation.
3. Do not speak extraneous words or phrases into the microphone.
4. Try to speak phrases distinctly and plainly, but not on syllables.
5. Avoid carelessness in pronunciation (smacking of lips, loudly inhaling or exhaling, mumbling, interruptions, repetitions, etc.).

DIALOGS

There are over 1,100 example dialogs in six languages stored in the Partner's® memory. For ease of reference, they are divided into 12 conversational topics:

Everyday conversation

Communication

Traveling

At the bank

Hotel

Transport

In the restaurant

Health


Shopping

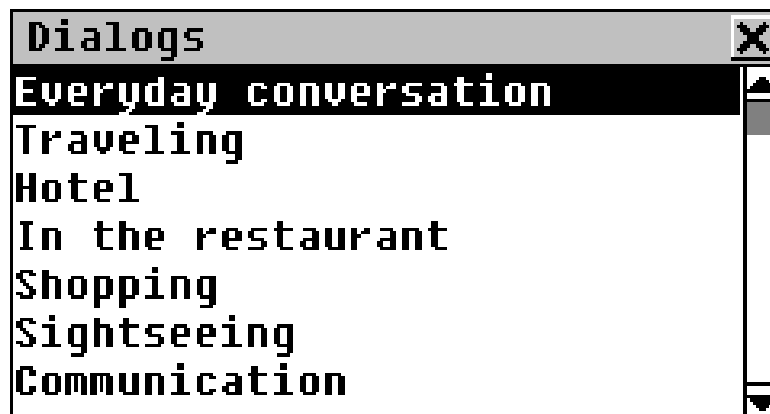
Beauty care

Sightseeing

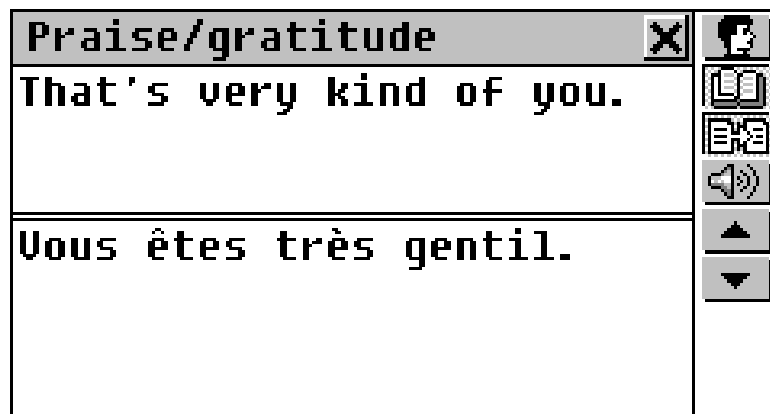
Calling for police


Each topic contains a number of episodes.

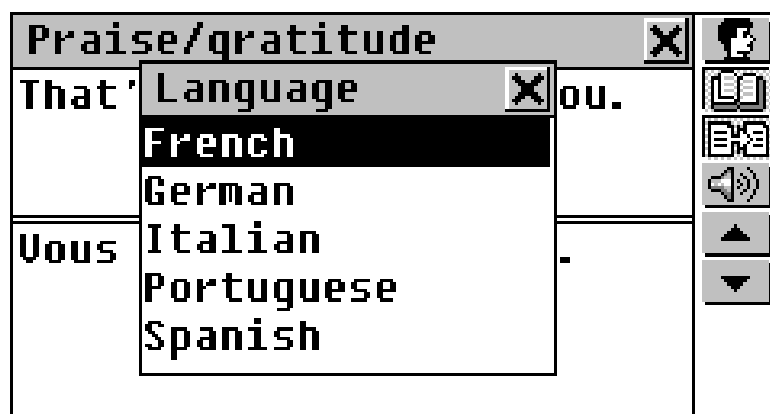
- Select the *Dialogs* option on the DICTIONARY Menu or touch the  button on the *Sidebar*.










- Chose a topic and an episode, for example:



- **Note:** French language defaults after the system initialization. To change the target language in the bottom box, touch . The target language is simultaneously changed in the following sections: *Accent Correction*, *Dialogs*, *Irregular Verbs*, and *Popular Idioms*.



- Use   or  to move between phrases within an episode.


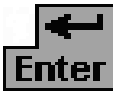
- Touch  or press the  key to listen to the pronunciation of the English sentence.
- Touch  to get explanation of the highlighted English word or expression in the American Heritage® Dictionary (see page 27).
- Touch  to translate the highlighted word or expression into another language. In case if you want to translate from English, you must select the target language from the list (see page 36).
- ♦ **Note:** To highlight a word using the keyboard, first choose an active box (indicated by a dotted frame) with the ↓ or ↑ key.

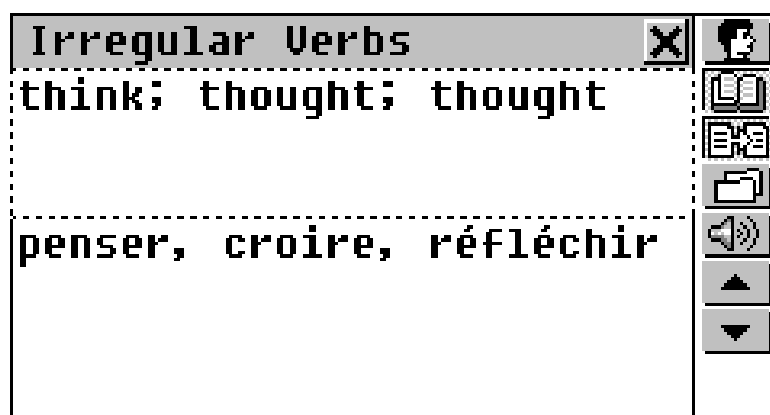
IRREGULAR VERBS


All commonly used English irregular verbs are stored in alphabetical order in the Partner's® *Irregular Verbs* directory.

- Select the *Irregular Verbs* option on the DICTIONARY Menu to open the verb selection screen.
- Find the verb you need by typing and/or scrolling the list.



- To see the verb's basic forms and its translations, touch the corresponding line in the list, or make sure the line is highlighted (press ↓ if necessary) and touch  or  on the screen or press ENTER on the keyboard.



- **Note:** French language defaults after the system initialization. To change the target language in the bottom box, touch . The target language is simultaneously changed in the following sections: *Accent Correction*, *Dialogs*, *Irregular Verbs*, and *Popular Idioms*.

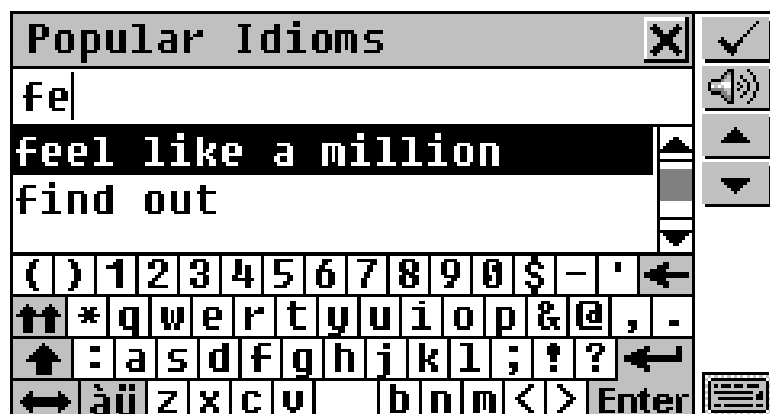


- Use or to move between verbs.
- Touch to get explanation of the highlighted English word or expression in the American Heritage® Dictionary (see page 27).
- Touch to translate the highlighted word or expression into another language. In case if you want to translate from English, you must select the target language from the list (see page 36).
- Touch to save an entry on the *Learner's Cards* (see page 48).
- Touch or press the key to listen to the pronunciation of an English verb and its basic forms.



POPULAR IDIOMS

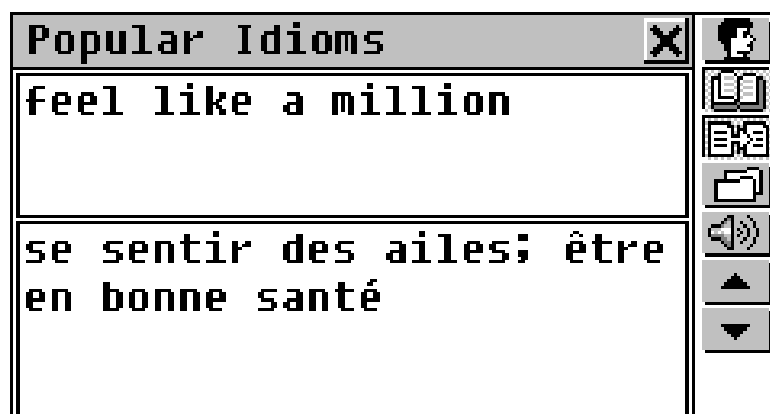
Over 200 widely used American idioms and their equivalents or translations in French, German, Italian, Portuguese, and Spanish are included in the Partner's® *Popular Idioms* directory. The idioms are listed in alphabetical order.


- Select the *Popular Idioms* option on the DICTIONARY Menu to open the idiom selection screen.
- Find the idiom you need by typing and/or scrolling the list.











- To display an idiom, touch the corresponding line in the list, or make sure the line is highlighted (press ↓ if necessary)

and touch  or  on the screen or press ENTER on the keyboard.



- **Note:** French language defaults after the system initialization. To change the target language in the bottom box, touch . The target language is simultaneously changed in the following sections: *Accent Correction*, *Dialogs*, *Irregular Verbs*, and *Popular Idioms*.



- Use   or  to move between idioms.
- Touch  to get explanation of the highlighted English word or expression in the American Heritage® Dictionary (see page 27).
- Touch  to translate the highlighted word or expression into another language. In case if you want to translate from English, you must select the target language from the list (see page 36).
- Touch  to save an entry on the *Learner's Cards* (see page 48).
- Touch  or press the  key to listen to the pronunciation of an English idiom.


ORGANIZER MENU

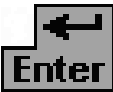

The ORGANIZER Menu contains a number of versatile applications to help you classify, record, and manage various personal and business information.

All sections on this Menu except *Calendar* are designed to hold multiple *records*, each of which includes one or more *pages*.

A page can contain three types of data: *text*, date/time, or graphics. Text can be *copied* and *pasted* (highlight text, press SHIFT+COPY, than SHIFT+PASTE) freely among compatible pages of the ORGANIZER applications, as well as other editable sections like *E-mail* or *Fax*.

All ORGANIZER records can be protected with a password (see page 160).

You can have any English text on the screen *pronounced* by pressing the  key on the keyboard.


- ◆ **Note:** In all editable sections the  button and the ENTER key are used to insert a manual line break.
- Select the  tab on the *Main Menu* to open the ORGANIZER Menu.

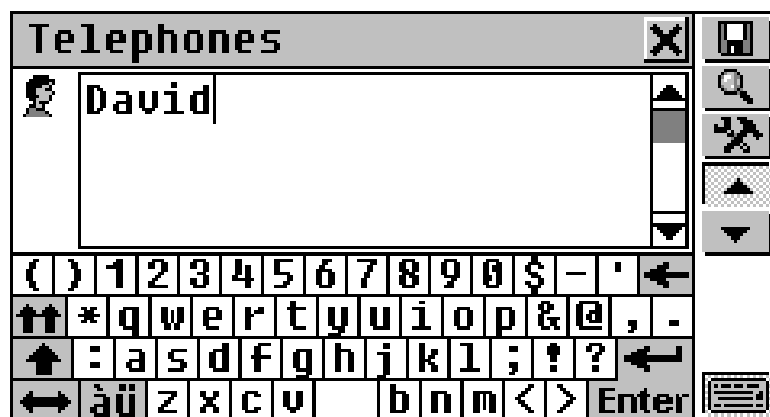
TELEPHONE DIRECTORY

In this section you can store business names, names of contact persons, telephone and fax numbers, postal and e-mail addresses in any of 15 European languages (see page 15), search, change, delete the records, and listen to the English pronunciation of their contents.

- Select the *Telephones* option on the ORGANIZER Menu. A *Telephone Directory* list is displayed.

Creating a Record

- Touch  to open a new record template. Start filling out the first page *Name*.



Every page of a *Telephone* record is distinguished by its own *Page Icon* in the upper left-hand corner. A *ToolTip* with the page name appears when a page is opened or the *Page Icon* is touched.










A *Telephone* record includes the following pages:







Name



Company Name

	<i>Title of a Contact Person</i>
	<i>Company Telephone Number</i>
	<i>Home Telephone Number</i>
	<i>Fax Number</i>
	<i>Mobile/Pager Number</i>
	<i>E-mail Address</i>
	<i>Web page address/URL</i>
	<i>Address</i>
	<i>Note</i>

- To open a page:
 - next – touch  or press ▼
 - previous – touch  or press ▲
 - specific – touch  and choose a page name from the pop-up menu.
- To save a record, touch .

Finding a Record




There are two ways to search for records:













Select From List

- Open the *Telephone Directory* to display an alphabetical list of records represented by *Company Names* and *Telephone Numbers*, for example:



Telephones				
David	728	61	10	
Ectaco Rus	545	38	38	
UPS	354	46	59	

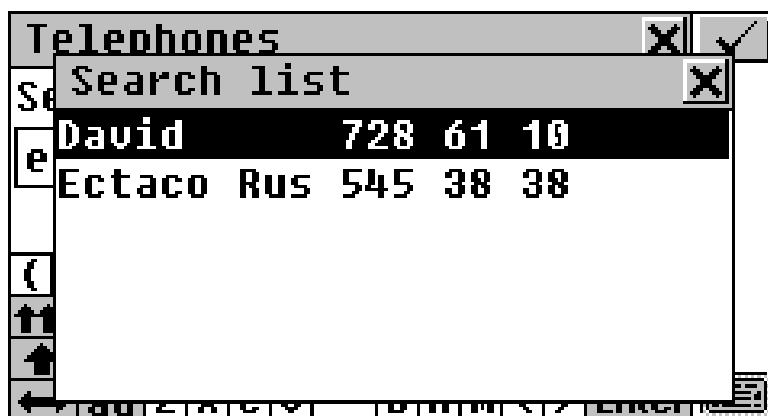
- View the list and select an entry you need to open it in the viewing mode.

Telephones	
 David	
 Ectaco	
 CEO	

- In the viewing mode, use
 -  to open a new record template
 -  to make a contents search
 -  to open the displayed record for editing
 -  to delete the displayed record
 -  /  and  /  to scroll the pages of the displayed record by two
 -  /  or  /  to go to the alphabetically next or previous record, respectively.

Contents Search

- On any screen in the *Telephone Directory*, select  to display a record search screen.
- Specify any contiguous alphabetic or numeric string that might be found in a record or records. For example, to find all Ectaco records, type *Ect* and touch  or press ENTER.



- Select an entry to open the associated record in the viewing mode.
- ♦ **Note:** You may want to include a business description in the *Note* field to allow for effective classified search results in the future.

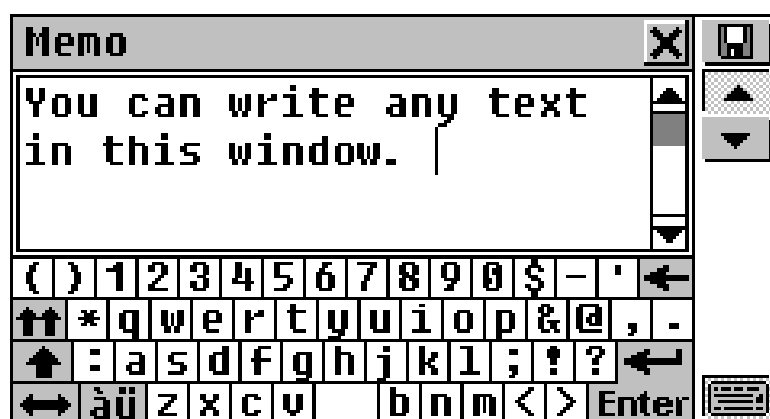
MEMO

The *Memo* section of your Partner® provides you with a handy storage for all kinds of memoranda, notes, and messages, which you can record in any of 15 European languages (see page 15), edit, search, delete, and listen to the pronunciation of their English contents.


- Select the *Memo* option on the ORGANIZER Menu. A *Memo* records list is displayed.

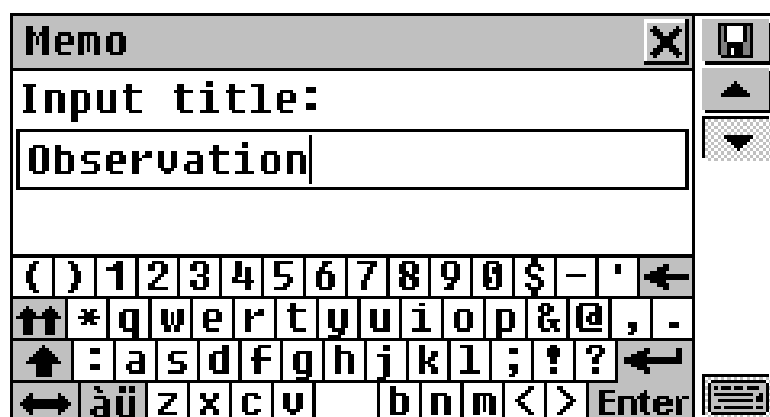
Creating a Record

- Touch  to open a new record template. Enter text of your memo.





The screenshot shows a window titled "Memo" with a close button (X) in the top right corner. Inside the window is a text input field containing the text "You can write any text in this window." with a cursor at the end. To the right of the text field are two vertical arrow buttons (up and down). Below the text field is a keyboard with various symbols and letters. The keyboard includes a row with parentheses, numbers 1-0, dollar sign, hyphen, and apostrophe; a second row with shift, asterisk, and letters q-w; a third row with shift, colon, letters a-l, semicolon, and apostrophe; and a bottom row with shift, letters z-v, space, letters b-n, and an "Enter" key. To the right of the keyboard is a list icon.

- Use  or ▼ to open the *Input Title* page. Type a title for your memo, which will appear on the *Memo* list.



The screenshot shows the same "Memo" window. The text input field now contains "Input title:" followed by a sub-field containing the text "Observation". The keyboard and navigation buttons remain the same as in the previous screenshot.

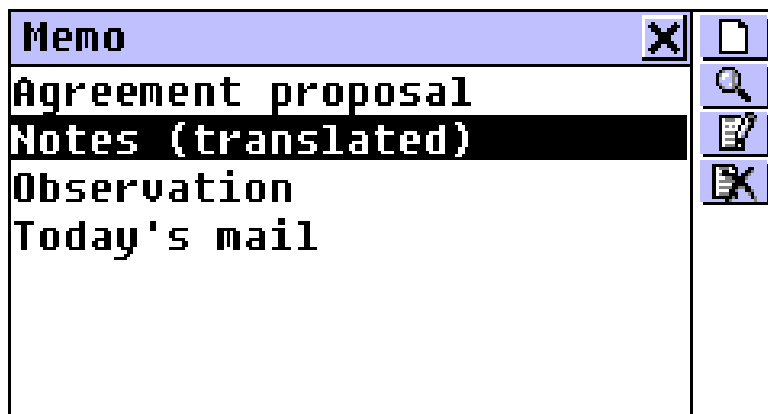
- To return to the main page, touch  or press ▲.
- To save a record, touch .

Finding a Record

There are two ways to search for records:

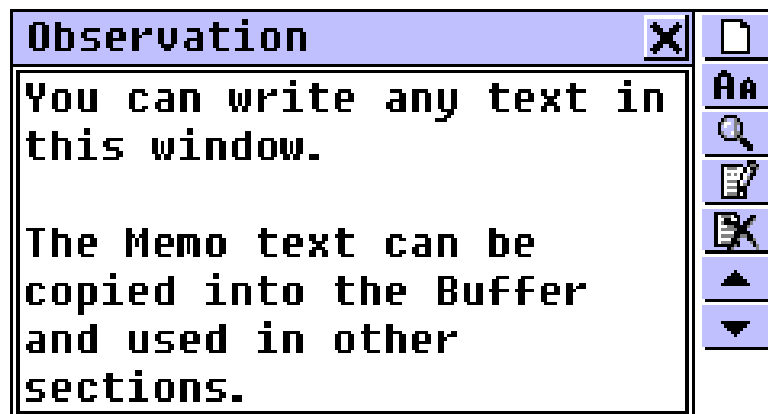
Select From List








- Open the *Memo* section to display an alphabetical list of records represented by *Memo* titles.





- On the records list, use
 - to move the highlight bar
 - to open a new record template
 - to make a contents search
 - to open the highlighted record for editing
 - to delete the highlighted record.
- Select an entry by touching or moving the highlight bar to it and pressing ENTER.

The selected record opens in the viewing mode.



- In the viewing mode, use
 -  to open a new record template
 -  to reduce/enlarge the font size in the view window
 -  to make a contents search
 -  to open the displayed record for editing
 -  to delete the displayed record
 -  / ▼ or  / ▲ to go to the alphabetically next or previous record, respectively.

Search Text

- On the *Memo* list or in the viewing mode, select  to display a record search screen.
- Specify any contiguous string that might be found in the title or contents of a record or records, and touch  or press ENTER to see results on a *Search List*.
- Select an entry to open the associated record in the viewing mode.

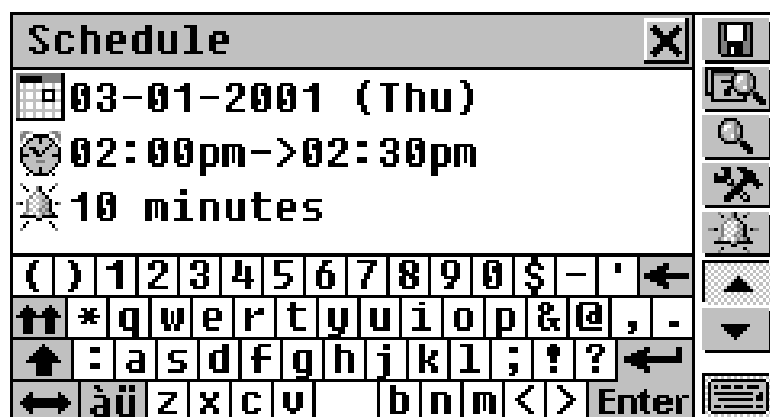
SCHEDULE

You may effectively manage your time by using the *Schedule* section of your Partner®. You may enter records in any of 15 European languages (see page 15), edit, search, delete, and listen to the pronunciation of their English contents.

- Select the *Schedule* option on the ORGANIZER Menu to display a list of existing *Schedule* entries for the current date.

Creating a Record

- Touch  to open a new record template.





- ◆ **Note:** A new *Schedule* record can also be opened from the *Calendar* (page 88).

The first page of a *Schedule* record includes information on *Date*, *Start* and *End Time*, and audible *Reminder* settings, which can be changed via setup dialog boxes.



Date

The current date (set in *Local Time*, page 122) in the format selected in *System Setup* (page 159) defaults for a new record.

- To display the *Date* setup dialog box:
 - touch the date value  03-01-2001 (Thu)
 - touch  and select *Input Date* from a pop-up menu.

Start and End Time







The current time (set in *Local Time*, along with 24/12 hour format selection) defaults for both *Start* and *End* settings in a new record.

- To display the *Start Time* or *End Time* setup dialog box:
 - touch one of the time values  02:00pm->02:30pm
 - touch  and select *Input Start Time* or *Input End Time* from a pop-up menu.
- ♦ **Note:** If *Start Time* is set later than *End Time*, or *End Time* is set earlier than *Start Time*, the latter value is automatically adjusted.
- ♦ **Note:** *Time Display Format* can be set on the *Local Time* menu, see page 122.

Reminder

The 10 minutes *Reminder* setting defaults for a new record.

Reminder specifies a time period until the *Start Time* when a reminder alarm will be issued (page 83). *Reminder* can also be turned off.

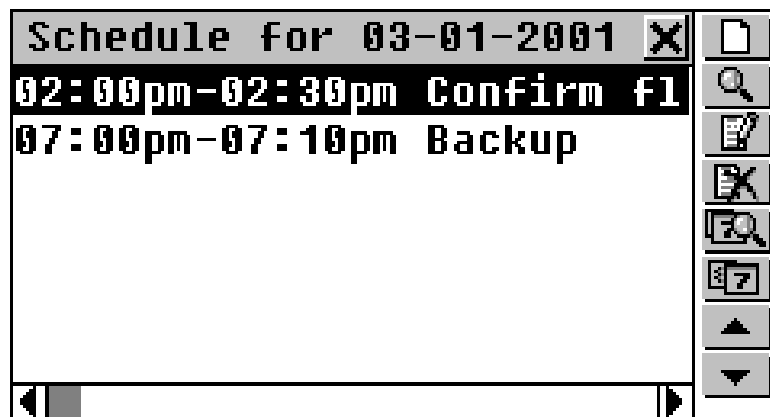
- To display the *Reminder* setup dialog box:
 - touch the *Reminder* value  **10 minutes**
 - touch .
- ♦ **Note:** If *Reminder* time is set greater than actual time remaining, a warning message will be shown.
- Set up the *Date*, *Start Time*, *End Time*, and/or *Reminder* values.
- ♦ **Note:** To change all four settings consecutively, touch  and select *Input Date & Time*.
- Touch  or press ▼ to open the next page.
- Type in *Schedule* contents. To return to the previous page, touch  or press ▲.
 - To save a record, touch .

Finding a Record

There are three ways to search for records:

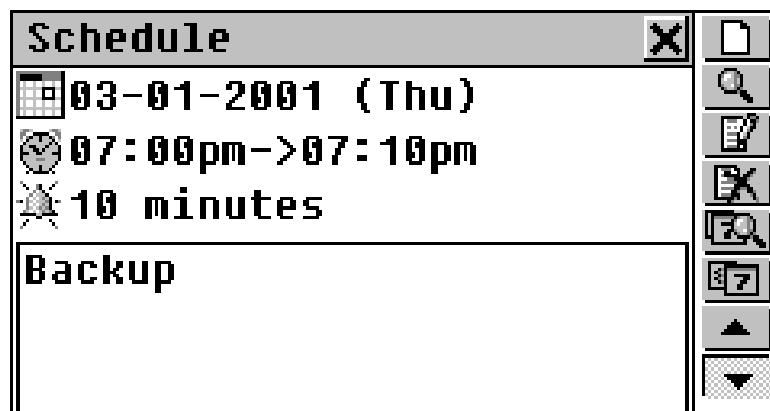
Select From List

- Open the *Schedule* section to display a *Schedule* records list for the current date ordered by the *Start Time*.











- On the records list, use
 - to move the highlight bar
 - to open a new record template
 - to make a contents search
 - to open the highlighted record for editing
 - to delete the highlighted record
 - to display the list for a specific date via a dialog box
 - to consult the *Calendar*
 - / ▼ or / ▲ to go to the next or previous date's list.
- Select an entry by touching or moving the highlight bar to it and pressing ENTER.



The selected record opens in the viewing mode.




In the viewing mode, use

-  to open a new record template
-  to make a contents search
-  to open the displayed record for editing
-  to delete the displayed record
-  to display the list for a specific date via a dialog box
-  to open the *Calendar* section.
-  / ▼ or  / ▲ to go to the chronologically next or previous record, respectively.


Search Text

- On any screen in the *Schedule* section, select  to display a record search screen.
- Specify any contiguous string that might be found on the contents page of a *Schedule* record or records, and touch  or press ENTER to see results on a *Search List*.
- Select an entry to open the associated record in the viewing mode.

Use Calendar

- Select *Calendar* on the ORGANIZER menu. Find and highlight a date for which *Schedule* records exist (these dates will appear framed).
- Press ENTER or select  from the *Toolbar* to open the first matching record in the viewing mode.

Consulting Calendar

- On the list or in the viewing mode in the *Schedule* section, select  to open the *Calendar* section. Refer to the next chapter for instructions.
- Close the *Calendar* window to return to *Schedule*.

Schedule Alarm and Reminder

The *Schedule Alarm* can be turned On or Off in the *System Setup* section (page 158). This setting affects the entire *Schedule*: if turned on, which is the default, the *Schedule Alarm* goes off on the *Date* and at the *Start Time* of any *Schedule* record, producing an audible beep.

The *Reminder* time is adjusted separately for every individual record (page 79). If turned on, the *Reminder* alarm goes off at the set interval before the *Start Time* of an appropriate *Schedule* record.

- Press any key or touch the screen to interrupt a *Schedule Alarm* or a *Reminder* beep. The corresponding *Schedule* record will be displayed in the viewing mode.


You may want to change the record, for example, to set the *Reminder* for a later time. Closing *Schedule* will bring you back to where you were before the alarm went off.

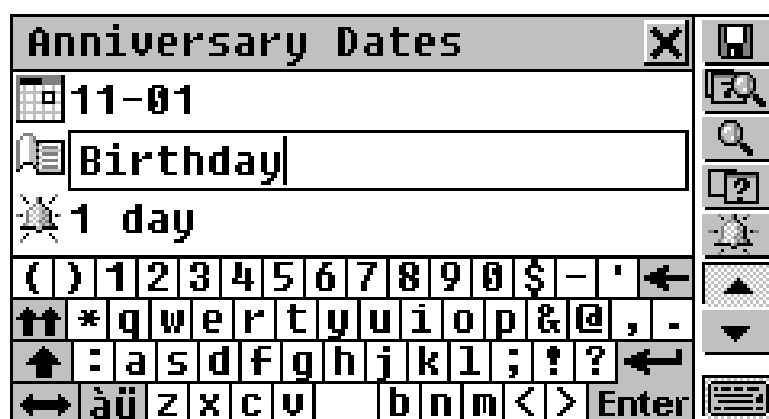
ANNIVERSARY DATES

In the *Anniversary Dates* section of your Partner® you can save information on birthdays, wedding days, commemorative dates, and other recurrent events.

- Select the *Anniversary Dates* option on the ORGANIZER Menu to display a chronological list of existing records.

Creating a Record



- Touch  to open a new record template with day and month of the current date (set in *Local Time*, page 122).








- ♦ **Note:** A new *Anniversary Dates* record can also be opened from the *Calendar* (page 87).

The first page of an *Anniversary* record includes *Date*, *Title*, and *Reminder*. The *Date* appears in the format selected in *System Setup* (page 159).

To display the *Date* setup dialog box and change the date:








- touch the date value  11-01
- touch 
- Set up a *Date* for your *Anniversary* record.


- Fill out the *Title* field, which can contain any identifying label.
- Set a *Reminder* for your anniversary date:
 - touch the time value  **1 day**
 - touch 
- Touch  or press ▼ to open the next page.
- Type in the anniversary date contents. To return to the previous page, touch  or press ▲.
- To save a record touch .

Finding a Record









There are three ways to search for records:

Select From List



- Open the *Anniversary Dates* section to display a chronologically ordered list of records.
- On the records list, use
 -   to move the highlight bar
 -  to open a new record template
 -  to make a contents search
 -  to open the highlighted record for editing
 -  to delete the highlighted record
 -  to display the list for a specific date via a dialog box

-  to consult the *Calendar*.
- Select an entry by touching or moving the highlight bar to it and pressing ENTER.


The selected record opens in the viewing mode.

- In the viewing mode, use
 -  to open a new record template
 -  to make a contents search
 -  to open the displayed record for editing
 -  to delete the displayed record
 -  to display the list for a specific date via a dialog box
 -  to consult the *Calendar*
 -  / ▼ or  / ▲ to go to the chronologically next or previous record, respectively.


Search Text

- On any screen in the *Anniversary Dates* section, select  to display a record search screen.
- Specify any contiguous string that might be found in the description field or on the contents page of a record or records, and touch  or press ENTER to see results on a *Search List*.
- Select an entry to open the associated record in the viewing mode.

Use The Calendar

- Select *Calendar* on the ORGANIZER menu. Find and highlight a date for which *Anniversary Dates* records exist (these dates will appear framed).
- Press ENTER or select  from the *Toolbar* to open the first matching record in the viewing mode.

Consulting The Calendar

- On the list or in the viewing mode in the *Anniversary Dates* section, select  to open the *Calendar* section. Refer to the next chapter for instructions.
- Close the *Calendar* window to return to *Anniversary Dates*.

Anniversary Date Alarm and Reminder

The *Anniversary Date Alarm* can be turned on or off in the *System Setup* section (page 158). This setting affects the entire section: if *Alarm* is turned on, which is the default, the unit produces an audible beep at noon of the day before the date of each *Anniversary* record.

The *Reminder* time is adjusted separately for every individual record (see above). If turned on, the *Reminder* alarm goes off selected number of days before the date of an appropriate *Anniversary* record.

- Press any key or touch the screen to interrupt an *Alarm* or a *Reminder* beep. The corresponding record will be displayed in the viewing mode.

You may want to change the record, for example, to set the *Reminder* for a later time. Closing the section will bring you back to where you were before the alarm went off.


CALENDAR

The *Calendar* allows for a quick and clear date reference, also providing a way to open new and select existing *Schedule* and *Anniversary Dates* records.





- Select *Calendar* on the ORGANIZER Menu to open the *Calendar* on the current month with the current date highlighted.



- ♦ **Note:** The *Calendar* can also be accessed from the *Schedule* or *Anniversary Dates* section (see above). However, shortcuts to *Schedule* and other *Anniversary Dates* records are not available in this mode.
- Change the month by using / ▲ and / ▼ or touching the arrow buttons ◀ / ▶ at the month name on the screen.
- Move by year touching the arrow buttons ◀ / ▶ at the year indicator on the screen.

- Highlight a date by direct touching or by moving the highlight bar with the ← ↑ → ↓ keys.
- Touch  to jump to a specific date via a dialog box.
- ♦ **Note:** Dates of existing *Schedule* and *Anniversary Dates* records appear framed.

The highlighted date and number of this date's *Schedule* and *Anniversary* events are displayed on the right.

- To open a *Schedule* record on a highlighted date:
 - date framed – press ENTER and select *Schedule* from a pop-up menu, or select  from the *Toolbar* to open the first matching record in the viewing mode
 - date not framed – select  from the *Toolbar* to open a new record editing template.
- To open an *Anniversary Dates* record:
 - date framed – press ENTER and select *Anniversary Dates* from a pop-up menu, or select  from the *Toolbar* to open the first matching record in the viewing mode
 - date not framed – select  from the *Toolbar* to open a new record editing template.


SHORTHAND

The *Shorthand* section of your Partner® is especially helpful when you need to quickly jot down a few phrases or a telephone number. What makes this section stand out is



that it lets you write in the traditional way, transforming your stylus into a pen.

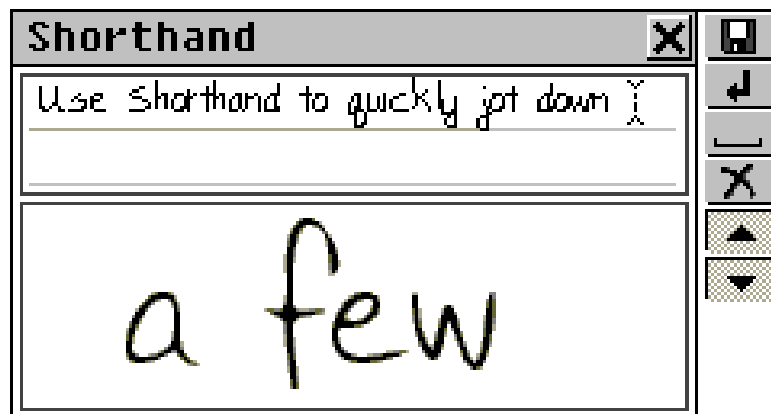
- Select the *Shorthand* option on the ORGANIZER Menu. A list of existing records appears.

Creating a Record

- Touch  to open a new record template.
- Start writing with the stylus in the lower box, trying to use large-size letters to assure readability. The optimal input *block* is 1-5 symbols in length. For example:



- To save the input, touch  or press ENTER. The symbols will be adjusted in size and placed as one block at the cursor position (gray vertical line) in the upper box.
- Continue writing, breaking up long words in manageable pieces. Touch  or press SPACE to insert a delimiting space at the end of a block.





- To edit input in the upper box:
 - Move the cursor by touching a block (use / ▼ or / ▲ to scroll lines) or with the , SHIFT+ keys
 - Delete a block to the left of the cursor by touching or pressing .
- When finished and ready to save, touch and specify a filename.
- Touch or press ENTER to save the record.

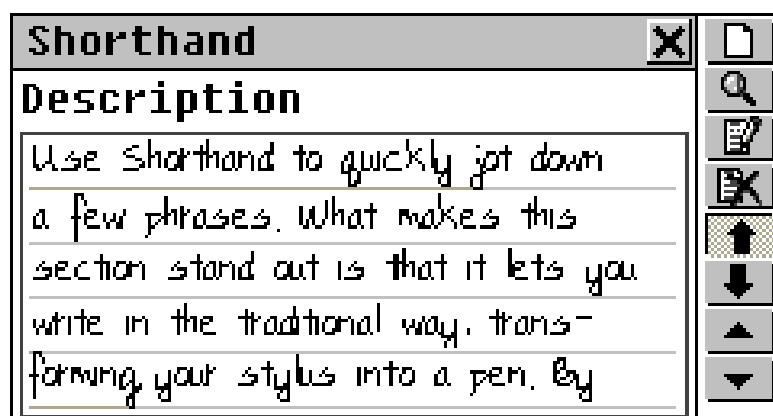
Finding a Record













There are two ways to search for records:

Select From List



- Open the *Shorthand* section to display a list of existing filenames.
- Use
 - to move the highlight bar
 - to open a new record template
 - to make a filename search

-  to open the highlighted record for editing
-  to delete the highlighted record.
- Select an entry by touching or moving the highlight bar to it and pressing ENTER.



- In the viewing mode, use
 -  to open a new record template
 -  to make a filename search
 -  to open the displayed record for editing
 -  to delete the displayed record
 -   or   to scroll the record
 -  /  or  /  to go to the alphabetically next or previous record, respectively.

Find Filename

- On the filename list or in the viewing mode, select  to display the search screen.
- Specify any contiguous string that might be part of a filename, and touch  or press ENTER to see results on a *Search List*.

- Select an entry to open the associated record in the viewing mode.


DRAWING BOARD

You can create uncomplicated drawings and outline images on the *Drawing Board* of your Partner®.

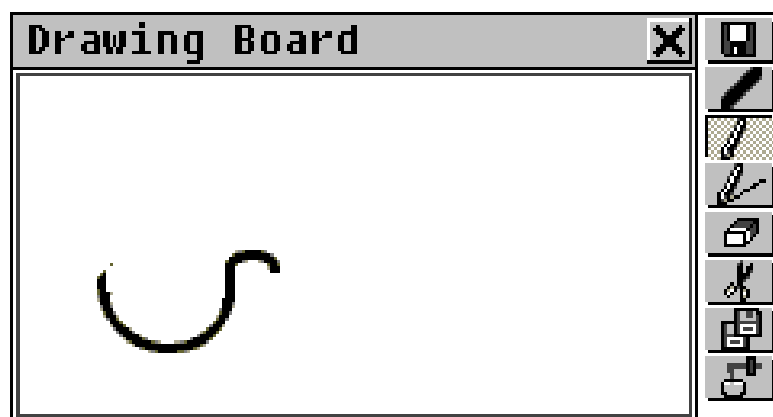
You can insert a picture from this section into your fax message and fax it. See page 140.



- Select the *Drawing Board* option on the ORGANIZER Menu. A list of existing drawing filenames appears.








Creating a Drawing

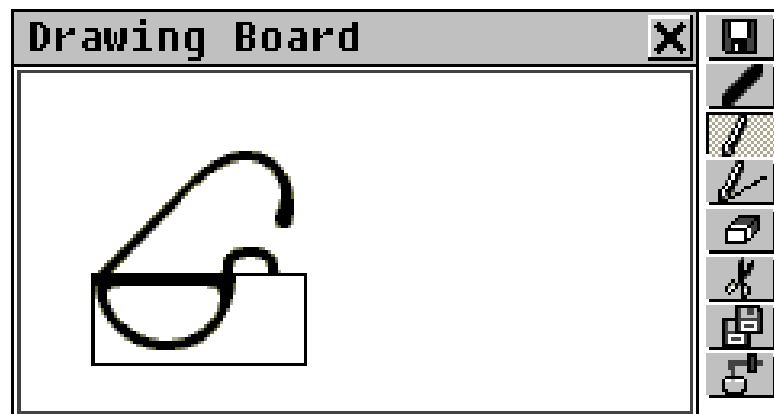
- Touch  to open a new drawing template.
- Start creating a free-hand drawing using the stylus.

The default settings are: *Thin line*, *Free draw*.




- To draw using a *Thick line*, touch . The button changes to . Touch it to restore the *Thin line*.

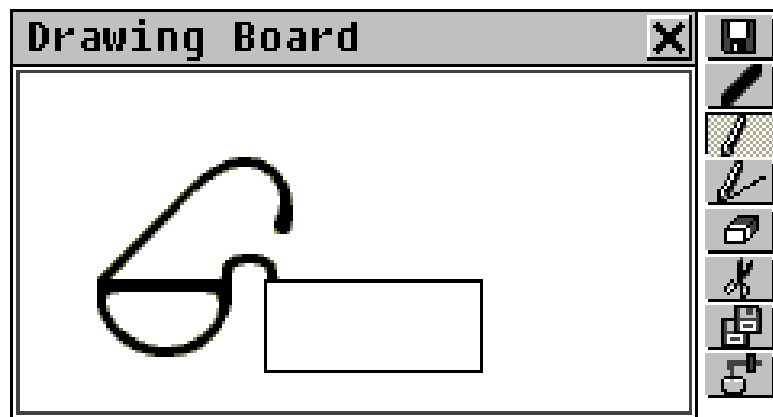
- To be able to draw a *Straight line*, touch . Touch  to return to the *Free draw*.
- To use the stylus as an *Eraser*, touch . Touch  or  to resume drawing.
- To copy or cut a rectangular drawing fragment:
 - touch  or , respectively
 - touch the drawing board next to the fragment you want to copy and drag the stylus so that the fragment is included within a frame



- take the stylus off the screen.


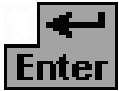
A framed drawing fragment is copied to the clipboard. The frame (and its content, if the cut option was used) disappears.

- To paste the clipboard content into the drawing:
 - touch 
 - touch the drawing board to display a frame of the size used for copy and position it properly by dragging it at the upper-left corner



- take the stylus off the screen.






A drawing fragment previously copied to the clipboard is pasted into the drawing. The frame disappears.


- When finished and ready to save, touch  and specify a filename.
- Touch  or press ENTER to save the record.

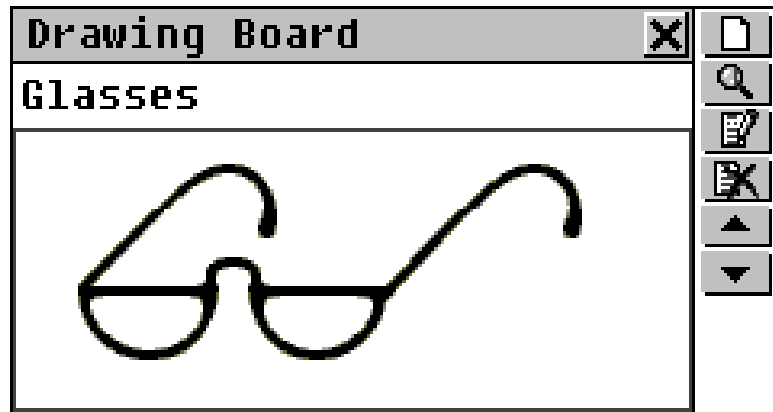
Finding a Drawing







There are two ways to search for saved drawings:

Select From List



- Open the *Drawing Board* section to display a list of existing filenames.
- Use
 -   to move the highlight bar
 -  to open a new record template
 -  to make a filename search
 -  to open the highlighted record for editing

-  to delete the highlighted record.
- Select an entry by touching or moving the highlight bar to it and pressing ENTER.



- In the viewing mode, use
 -  to open a new drawing template.
 -  to make a filename search
 -  to open the displayed drawing for editing
 -  to delete the displayed drawing
 -  / ▼ or  / ▲ to go to the alphabetically next or previous drawing filename, respectively.

Find Filename

- On the filename list or in the viewing mode, select  to display the search screen.
- Specify any contiguous string that might be part of a filename, and touch  or press ENTER to see the results on the *Search List*.
- Select an entry to open the associated drawing in the viewing mode.

VOICE MEMO

Your Partner® can be readily used as an effective and easy-to-handle voice recording device. See *General View*, page 9 for the location of the recording button and slide, the playback button, and the microphone.

- Select the *Voice Memo* option on the ORGANIZER Menu. A list of existing records appears in chronological order¹.

Creating and Storing a Record

There are two ways to create and store a voice record.



From Voice Memo Section

- Touch  or press the REC key in the upper-right corner of the keyboard to start recording.



- Record sound. Press any key or touch the screen to stop recording.

¹ However, if you plan to use the REC slide on the case spine for recording, make sure the unit is turned off.

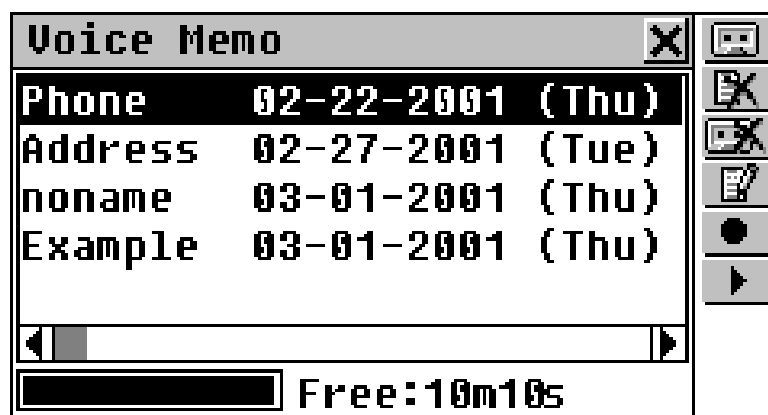
- Enter a filename for your *Voice Memo* up to 8 characters in length.
- Touch  or press ENTER to return to the *Memo* list. If no filename was specified, the record will be given the default *noname*.
- To change a filename, highlight it and touch .

Using Record Slide



- ◆ When the dictionary is turned off and folded, pull and hold the REC slide on the case's spine. See *General View*, page 9.
- Record sound and release the slide to stop recording. The record will be given the default name *noname*, which you can change in the *Voice Memo* section.

Finding and Playing Back Stored Records



- Open the *Voice Memo* section to display a list of existing records.



- Scroll the list vertically to view more records.

- Scroll the list horizontally to check on the time of recording and duration of *Memos*.
- Touch  to start listening to all *Memos* in the list from top to bottom. You may interrupt the playback of a particular record or of all records at any time.
- To play back a highlighted record only:
 - touch its name
 - touch 
 - press PLAY.

Deleting Stored Records

- Open the *Voice Memo* section to display a list of existing records.
- Touch  to delete a highlighted record.
- Touch  to delete all records on the list.

Quick Recording and Playback


Approximately 20 seconds play time is conveniently reserved for a quick recording and playback without having to formally store or delete the record. A record made in this way stays in memory until it is replaced by another.

- In any section except *Voice Memo*, press the REC key on the keyboard. The message *Recording* appears in the upper right-hand corner of the screen.
- Record sound. Press any key or touch the screen to stop recording.


- To play the record back, press the PLAY key. During playback the message *Playing* is showing in the upper right-hand corner of the screen. Press any key to interrupt.

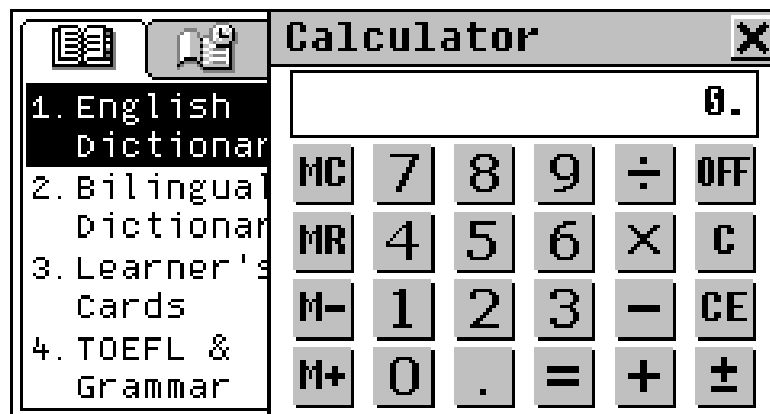
CALCULATION MENU

The sections listed on the CALCULATION Menu will satisfy a broad range of your everyday computing and money management needs.

- Select the  tab on the *Main Menu* to open the CALCULATION Menu.

CALCULATOR

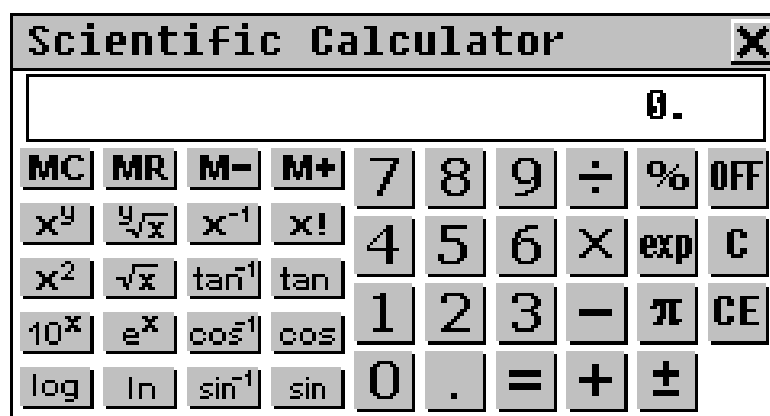
- Select the *Calculator* option on the CALCULATION Menu or touch the  button on the *Sidebar*.



Entering numbers and operations from the displayed touchpad or from the keyboard (no need to press SHIFT), use this application as an ordinary pocket calculator.

SCIENTIFIC CALCULATOR

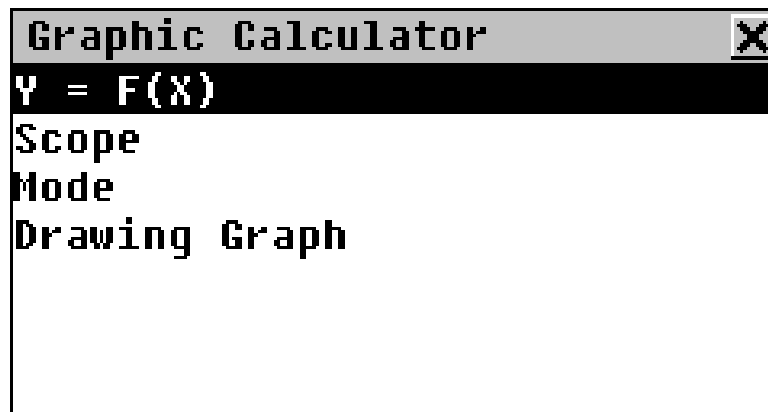
- Select the *Scientific Calculator* option on the CALCULATION Menu.



The *Scientific Calculator* is ideal for more complex mathematical and trigonometric computations, as well as for basic arithmetical problems. You may use the touchpad and the keyboard alike.

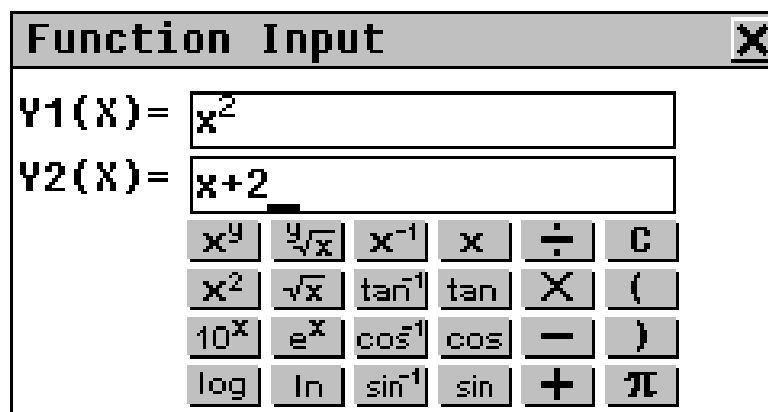
GRAPHIC CALCULATOR

- Select the *Graphic Calculator* option on the CALCULATION Menu. The menu is displayed.




Functions Input

- Select the $Y = F(X)$ option on the *Graphic Calculator* menu.
- Specify one or two functions, each up to 14 characters in length.
Use SHIFT to input from the keyboard symbols other than numbers.



- ◆ **Note:** If (T) is selected as a *Variable* value on the *Mode Setup* menu (see below), the *Function Input* will offer you to


enter four (T)-functions. The first group of functions is X1 Y1, and the second group is X2 Y2.

- To close the window and return to the *Graphic Calculator* menu, touch  or press ESC, or press ENTER with the cursor on the last line.

Scope Input


- Select the *Scope* option on the *Graphic Calculator* menu.
- Change the default values if needed.

$Xmin$, $Xmax$, $Ymin$, $Ymax$ indicate the drawing limit. The extension of the X-coordinate is from $Xmin$ to $Xmax$. The extension of the Y-coordinate is from $Ymin$ to $Ymax$. $Xinc$ and $Yinc$ represent the scale of the X-axis and the Y-axis, respectively. $Xstep$ is the drawing precision. It represents the Y-value per an $Xstep$.

- ◆ **Note:** If (T) is selected as a *Variable* value on the *Mode Setup* menu (see below), then $Tmin$, $Tmax$ define the variation limit. $Tstep$ is the drawing precision. It represents the X-value and the Y-value per a $Tstep$.
- To close the window and return to the *Graphic Calculator* menu, touch  or press ESC, or press ENTER with the cursor on the last line.

Mode Setup

- Select the *Mode* option on the *Graphic Calculator* menu.
 - To change the default value in one of the four options, select it to pop-up a setup prompt and check the alternative box.

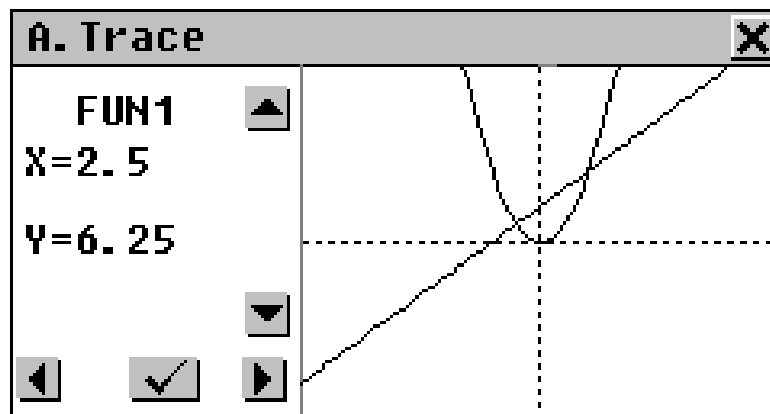
- To display setup prompts for all four options in succession, select *All*.
- Customize your graph using the drawing *Modes*:
Angle: with *Coordinates* set to ARC_AXIS, choose an angle measurement unit.
Variable: select a way in which a function is defined.
Graph: specify whether the graph dots are connected to form a solid line.
Coordinates: decide how coordinates are presented on the *Drawing Graph* screen.
- To close the window and return to the *Graphic Calculator* menu, touch  or press ESC.

Drawing Graph

- Select the *Drawing Graph* option on the *Graphic Calculator* menu.

Trace

- Select the *Trace* option. A flashing cross will appear on the first function's graph indicating the tracing point. The coordinates of this point are shown on the left-hand side. FUN1 represents the first function.

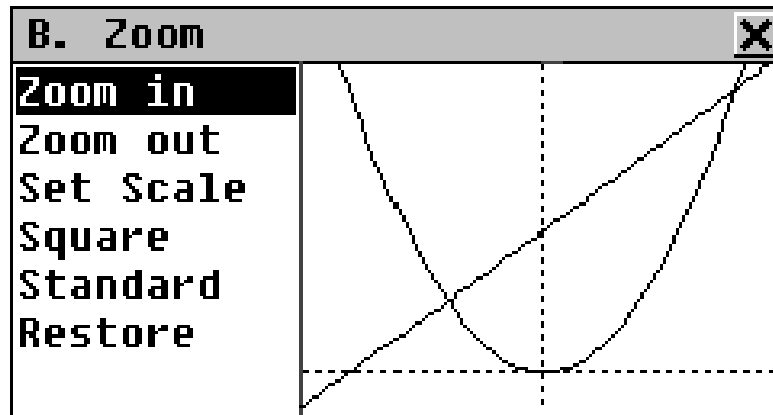


- Touch or press $\downarrow\uparrow$ to toggle between FUN1 and FUN2.
- Touch or press $\leftarrow\rightarrow$ to move the tracing point. The coordinates will change accordingly.
- Touch or press ENTER to return to the *Drawing Graph* screen.

Zoom

- Select the *Zoom* option.
- Select *Set Scale*. The current zooming rates of the X-axis and the Y-axis are shown on the left.
 - To clear an active box, press SHIFT+ESC. To enter values, use the numeric keys on the keyboard.
 - Touch or press ENTER to return to the *Zoom* menu. The set values will be used for *Zoom in* and *Zoom out*.
- Select *Zoom in* or *Zoom out* and adjust the zoom focus. The default focus is the point of the coordinates intersection.
 - Shift the zoom focus along the X-axis by touching or pressing $\leftarrow\rightarrow$.
 - Shift the zoom focus along the Y-axis by touching or pressing $\downarrow\uparrow$.

- Touch ☒ or press ENTER to return to the *Zoom* menu. The graph image will be refocused and magnified or minimized according to the setting in *Set Scale*.





- Select *Square* to display the graph with both axes based on the same scale.
- Touch *Standard* to draw the graph on the standard scale.
- Select *Restore* to return to the original graph settings.
- Touch ☒ or press ENTER to return to the *Drawing Graph* screen.



LOAN CALCULATOR


This useful feature of your Partner® enables you to compute monthly payments and amounts of principal and interest paid or payable to date on your loans and mortgages.








- Select the *Loan Calculator* option on the CALCULATION Menu. A list of saved loan calculations will be displayed.

Creating a Record









- Touch  to start a new calculation.
- Enter a record's name and touch . Specify inception *Year*, inception *Month*, and amount of *Mortgage* (or loan). To switch an active box, touch it or use \leftrightarrow , or touch **Enter** / press ENTER for next.

Loans List		 		
Start		7	8	9
Year:	Month:	4	5	6
<input type="text" value="2001"/>	<input type="text" value="5"/>	1	2	3
Mortgage:		0	.	±
<input type="text" value="300000."/>		Clear Enter		

- To go to the next page, use  / ▼, or **Enter** / ENTER when in the *Mortgage* box.
- Enter *Annual Percentage Rate* and *Period* of loan or mortgage in years.
- With all values specified and the last box highlighted, touch **Enter** or press ENTER to save the calculation and display a loan information screen.

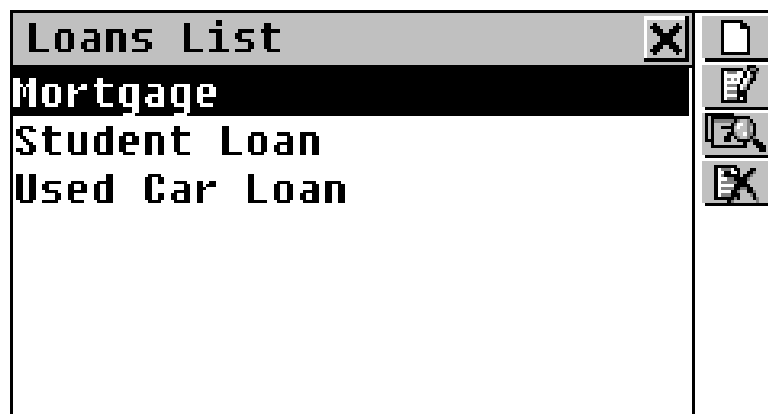
Mortgage		 	
Start (Year/Month):			
2001 / 5			
Mortgage:	300000.		
A.P.R. (%):	8.25%		
Period (Yr):	30		
Monthly payment:	2253.79		




The info screen summarizes data you entered and includes the amounts of monthly payment and total payable interest.




- On the info screen, use
 -   to scroll the text
 -  to start a new calculation
 -  to change the current calculation
 -  to inquire on a specific date
 -  to delete the current calculation
 -  / ▼ or  / ▲ to go to the next of previous saved calculation.

Finding a Record



- Open the *Loan Calculator* to display a list of saved loan calculations in the alphabetical order of their respective record names.












- On the records list, use
 -   to move the highlight bar
 -  to start a new loan calculation






-  to change the highlighted record
-  to inquire on a specific date
-  to delete the highlighted record.
- To display the info screen on a loan (see above), select an entry by touching or moving the highlight bar to it and pressing ENTER.

Loan Inquiry

- On a loan's info screen or on the records list (the desired loan record's name must be highlighted), touch  to display a date dialog box.
- Enter year and month within the loan term and touch  or press ENTER to see the loan's details on the specified date. The information on interest, principal, and total amount paid to date, as well as on loan amount left, appears on the screen:

Mortgage 		
Inquiry:		
Year: 2002, Month: 8		
Interest paid:	30795.20	
Principal paid:	3011.79	
Total paid:	33806.99	
Loan left:	777560.93	

- You may touch  to change the current loan data.
- To display the loan information for another date, touch .
- Use the  and  buttons, if enabled, to see other loans' details for the same date.

Student Loan			
Inquiry:			
Year: 2002, Month: 8			
Interest paid:	1102.94		
Principal paid:	1534.98		
Total paid:	2637.93		
Loan left:	10690.58		






- ◆ **Note:** This function enables you to compare different loans' conditions as they are projected into the future.

ACCOUNT MANAGEMENT

The *Account Manager* section of your Partner® allows you to keep track of your bank accounts and transactions.

- Select the *Account Manager* option on the CALCULATION Menu. A list of existing account names is displayed.

Creating a Record

- Touch  to open a new record template.
- Specify an *Account Name*. (Touch  or press ↓ to pull down a menu of sample names.)
- Touch  or press ▼ open the *Account No.* page.
- Type in an account number and touch  or press ▼ to open the *Balance* page.
- To return to a previous page, touch  or press ▲.







- Enter an account balance and touch  to save the record.

Finding a Record

- Open the *Account Manager* to display a list of accounts.
- View the list and select an entry to open it in the viewing mode.


Citibank Mastercard	
Account No.:	57979059580
Old Balance:	101150.
Deposit:	1000.
Withdrawal:	120.
New Balance:	102030.




An account record in the viewing mode includes information on aggregate deposits and withdrawals, and on an adjusted new balance.

- ♦ **Note:** If account details are changed, a new balance is calculated, and *Deposit* and *Withdrawal* values are reset.
- Use
 -  to open a new record template
 -  to open the displayed account for editing
 -  to record *Deposit* or *Withdrawal* for the current account
 -  to delete the displayed record
 -  / ▼ or  / ▲ to go to the alphabetically next or previous record, respectively.


Managing Transactions



Posting a Transaction

- Highlight on the list or open for viewing the account record you want to post a transaction to.
- Touch  and select *Deposit* or *Withdrawal* from a pop-up menu.

Withdrawal: Citibank M... X		
 03-11-2001	<div>7 8 9</div>	<div>▲</div> <div>▼</div>
 12:10p.m.	<div>4 5 6</div>	
Amount:	<div>1 2 3</div>	
<div>120.</div>	<div>0 . ±</div>	
	<div>Clear Enter</div>	


The current date and time (set in *Local Time*, page 122) default for a new transaction record.





- If you want to change the date or time, touch the corresponding line to display a setup dialog box, and change the values.
- Type in an amount and touch  or press ENTER.
- Enter a transaction description.

Withdrawal: Citibank M... X		
Description:		<div>▲</div> <div>▼</div>
<div>Gas</div>		
<div>() 1 2 3 4 5 6 7 8 9 0 \$ - ' ←</div>		
<div>↑↑ * q w e r t y u i o p & @ , .</div>		
<div>↑ : a s d f g h j k l ; ! ? ←</div>		
<div>↔ ã ü z x c v b n m < > Enter</div>		

- Touch  to save the transaction as part of an account record and display the *Balance* screen (see below).

Viewing Transactions

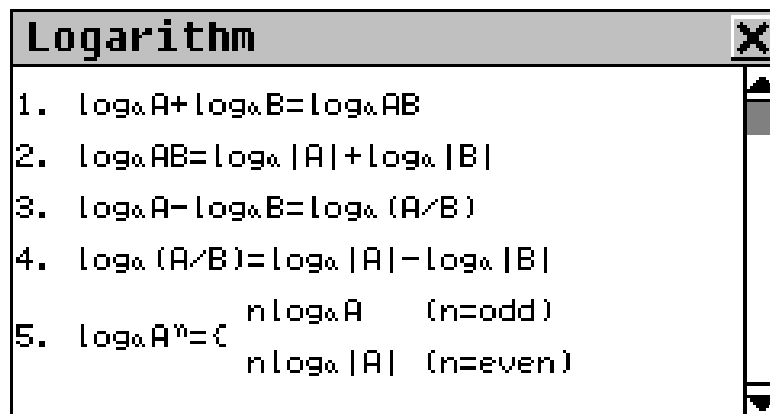
- Display an account record in the viewing mode, or highlight its line on the list.
- Touch  to open an itemized list of deposits and withdrawals with the most recent transaction shown on top. Withdrawals appear as negative values.

Balance: Citibank Mast... 			
03-11-2001	Gas	-120.	
03-07-2001	Cafe	-50.	
03-08-2001	Paym...	1000.	
03-10-2001	Prese...	100.	

MATH FORMULAS

The section *Math Formulas* contains topically arranged lists of mathematical, trigonometric, and other expressions for advanced users.

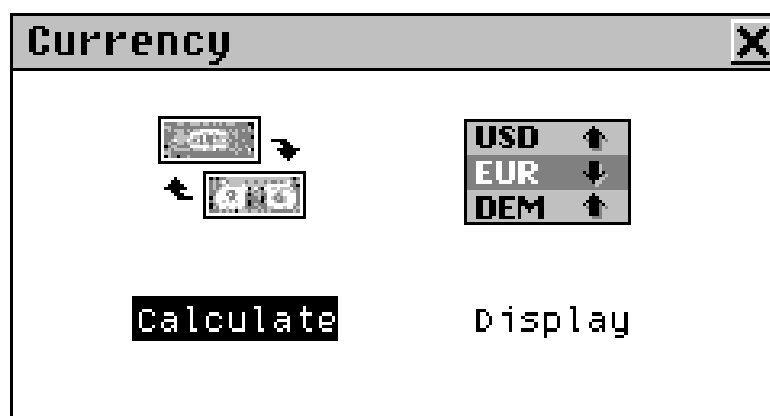
- Select the *Math Formulas* option from the CALCULATION Menu.
- Choose a category and a subcategory and view the formulas, for example:



CURRENCY CONVERSION

The *Currency Conversion* function built into your Partner® allows you to instantly calculate cross courses in 26 pre-installed currencies and 3 user-defined currencies.









- Select the *Currency Conversion* option from the CALCULATION Menu to see the section's menu.






Checking and Setting Rates



- To see and set currency rates, select the *Display* option.

Currency rates		
USD	1.00	
EUR	1.00	
AUD	1.00	
ATS	1.00	
BYR	1.00	
BEF	1.00	
BRR	1.00	


- Use:
 -   to highlight lines
 -  to specify/change a user currency name (marked ??? at the bottom of list)
 -  to set exchange rate for highlighted currency
 -  as shortcut to *Calculate*.
- Select a currency by touching or highlighting the corresponding line with   and touching  / pressing ENTER. A *Set Rate* screen will appear:




Europe-EURO		
Code: EUR	7 8 9	
Set rate:	4 5 6	
<input type="text" value="0.89"/>	1 2 3	
	0 . ±	
	Clear Enter	







- Specify an exchange rate relative to a base currency (whose rate should equal 1) and touch , **Enter** or press ENTER to save the rate.
- ♦ **Note:** The default exchange rate for all currencies is 1.

- To set exchange rates for other currencies, use  / ▼ and  / ▲ for paging in alphabetical order.

Conversion

- Select the *Calculate* option on the *Currency Conversion* menu, or touch  on the currency *Display* screen.

Calculation			
US-Dollar ▼ (1.)	<input type="text" value="0."/>	7 8 9 4 5 6 1 2 3 0 . ±	
US-Dollar ▼ (1.)	<input type="text" value="0."/>	Clear Enter	

- Use
 -   to change an active input box
 -  → to pull out a currency selection menu for the active box
 -  to change exchange rate for currency in the active box
 -  to switch to the currency *Display*.
- Select a currency name and enter an amount in either box, in any order.
- After you have typed a new amount in one of the boxes, touch  or press ENTER to refresh the display. (When a currency name is changed, the display is refreshed automatically.)

Calculation			
Europe-EURO	▼	7	8
(0.89)		4	5
100.		1	2
US-Dollar	▼	0	.
(1.)		±	
112.3595505618		Clear	Enter

METRIC CONVERSION

With your Partner® you may easily convert measurements from the British-American system into the metric system commonly used in Europe and vice versa, as well as within each system.

- Select the *Metric Conversion* option from the CALCULATION Menu.

Metric Conversion			
Length	▼	7	8
mm	▼	4	5
0.		1	2
cm	▼	0	.
0.		±	
		Clear	Enter


- Use
 - ↓ ↑ to change an active input box
 - ▼ to pull out a measurement name or unit selection menu.

- Select a measurement name from the upper menu and enter an amount in either input box, in any order.
- After you have typed a new amount in one of the boxes, touch **Enter** or press ENTER to refresh the display. (When a measurement unit is changed, the display is refreshed automatically).

Metric Conversion X	
Capacity&volume ▼	7 8 9
US gallon ▼	4 5 6
<input type="text" value="10."/>	1 2 3
liter ▼	0 . ±
<input type="text" value="37.8541184"/>	Clear Enter


REFERENCE MENU

The REFERENCE Menu is your information and entertainment center.

- Select the  tab on the *Main Menu* to open the REFERENCE Menu.

LOCAL AND WORLD TIME

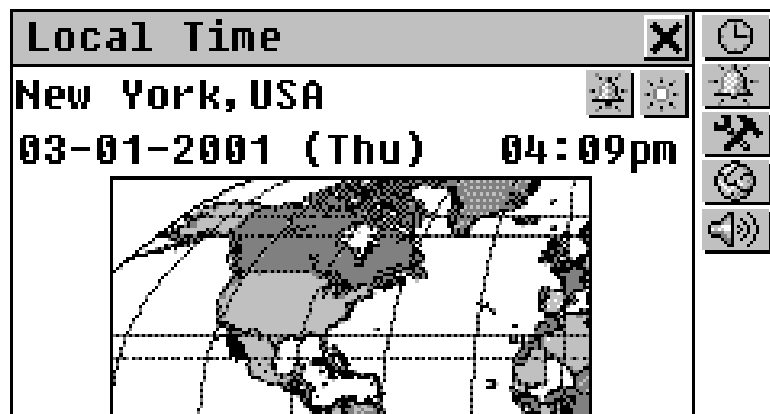
The *Time* section of your Partner®, besides serving as a local and worldwide time and date reference, is also used to adjust system settings for the current date, time, local time zone, daily alarm, DST, time format, and time announcement.

- ◆ **Note:** To check the current date and time on the fly, touch the  button on the *Sidebar* to display a *Time* pop-up window and listen to the announcement of time (if *Talking Clock* is enabled, see page 124).
- Select the *Local & World Time* option on the ORGANIZER Menu to display the *Time* menu.





Local Time

- Select the *Local time* option from the *Time* menu.



The *Local Time* screen shows: a name of the city representing the local time zone and a map of the corresponding continent, the current date and day of the week, and the current time.

- Touch  or press  key to listen to the announcement of time (if *Talking Clock* is enabled).

Local City


Default: New York, USA.

You may specify a city name for your local time zone in one of three ways:


- directly from a city list
- through a country name – the first city alphabetically listed for this country will appear
- typing a new city name – its time zone settings will be based on the currently displayed city.

Set City



- Display a city selection screen:
 - touch the city name on the screen and select *Set City* from a pop-up menu, or

- touch  and select *Set City* from a pop-up menu.
- Find the city name you need by typing in and/or scrolling the list, and select it.

Set Country

- Display a country selection screen:
 - touch the city name on the screen and select *Set Country* from a pop-up menu, or
 - touch  and select *Set Country* from a pop-up menu.
- Find the country name you need by typing in and/or scrolling the list, and select it. The first city alphabetically listed for this country will be used for setting.


Define City and Country

- From the available list (see *Set City* above) select any city located in your time zone.
- Display a user-defined city setup screen by touching .
- Change the default setting *City, Country* (press SHIFT+ESC to clear) to your own. Use a comma to delimit city and country names.
- Touch  or press ENTER.

The settings for the user-defined city will be based on the time zone of the city selected in step 1.


Date

Default: 01-01-2001 in the *mm-dd-yy* format (may be changed to *dd-mm-yy* in *System Setup*, page 159).

- Display the *Date* setup dialog box by touching the date value.
- Set the day, month, and year.
- Touch  or press ENTER.

Time

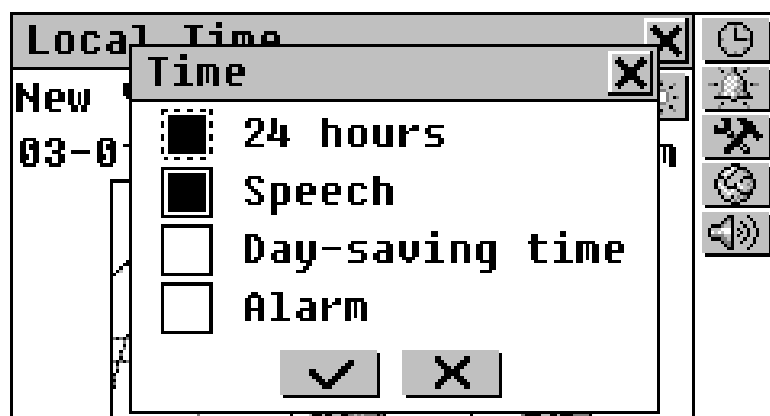
Default: noon 12:00.


- Display the *Time* setup dialog box by touching the time value.
- Set the hours and minutes, and touch  or press ENTER.

Time Display Format

Default: 12 hours.




- Touch  to display the *Function* setup dialog box.



- Check the *24 hours* box to change the format to 24 hours. Uncheck the box to return to the 12 hours format.
- Touch  or press ENTER to apply the change.

Daylight Saving Time

Default: Off.



- Touch  to turn the DST on. The button will appear indented. Touch it again to turn the Day-saving time off. Or
- Use the *Function* setup dialog box:
 - Touch 
 - Check the *Day-saving time* box to turn the DST on. Uncheck the box to turn it off.
 - Touch  or press ENTER to apply the change.

Turning the DST on or off sets the time one hour forward or back, respectively.

Daily Alarm




Set Alarm Time

Default: noon 12:00.

- Touch  to display the *Set Alarm* dialog box.
- Set hours and minutes of the alarm time.
- Touch  or press ENTER to apply the setting.

Turn Alarm On / Off



Default: Off.

- Touch  to turn the *Daily Alarm* on. The button will appear indented. Touch it again to turn the *Daily Alarm* off. Or,
- Use the *Function* setup dialog box:
 - Touch 
 - Check the *Alarm* box to turn the *Daily Alarm* on. Uncheck the box to turn it off.
 - Touch  or press ENTER to apply the change.




If turned on, the *Daily Alarm* produces an audible intermittent signal at the set time. Press any key or touch the screen to interrupt the *Daily Alarm* beep. A *Time* pop-up window will appear, and the current time will be announced (if *Talking Clock* is turned on).

Talking Clock

Default: On.

- Touch  to display the *Function* setup dialog box.
- Uncheck the *Speech* box to turn the *Talking Clock* off. Check the box to turn it back on.
- Touch  or press ENTER to apply the change.

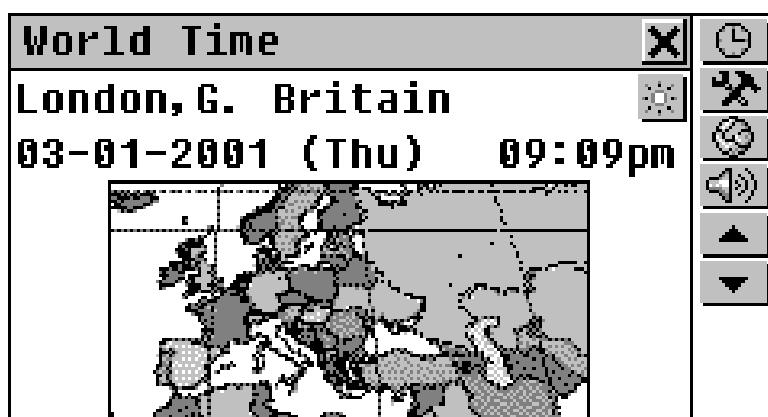
With the *Talking Clock* turned on, you will be listening to the announcement of the displayed time, when you

- touch  or press  key on the *Local Time* or the *World Time* screen
- touch  on the *Sidebar* or interrupt a *Daily Alarm* beep to display a *Time* pop-up window.





World Time

Using your Partner's® *World Time* section, you may view the international zone times in cities around the globe, along with appropriate map illustrations.

- Select the *World time* option from the *Time* menu.



The *World Time* screen shows: a city name (default: London, Great Britain) and a map of the respective continent, the date and day of the week, and the time in the time zone of the displayed city.

- Touch  or press  key to listen to the announcement of the time in the displayed city (if *Talking Clock* is enabled).
- To see information for another city:
 - next in alphabetic list – touch  or press ▼
 - previous in alphabetic list – touch  or press ▲
 - specific or user-defined – refer to the *Local City* part of the *Local Time* chapter (page 120) for instructions.

The *Time Format*, *Day-saving time* for a given city, and the *Talking Clock* settings can be changed on the *World Time* as well as on the *Local Time* screen, and affect both



sections. Refer to the according parts of the *Local Time* chapter for directions.

TRAVEL GUIDE

The *Travel Guide* of your Partner® will help you find out a few important facts about the country or the place you plan to visit, local airports, weather conditions, spoken languages, currency, etc.¹








- Select the *Travel Guide* option on the REFERENCE Menu.



- To display information on a country, start entering its name on the country search screen and/or scroll the list.
- Touch the corresponding line in the list, or  button, or make sure the line is highlighted (press  if necessary) and press ENTER.

¹ Only limited information is available for some regions.

Denmark		
Denmark		
Country name: Kingdom of Denmark, Denmark		
Area: 43,094 sq km		
Population: 5,333,617 (July 1998 est.)		
Languages: Danish, Faroese, Greenlandic (an Eskimo dialect), German		

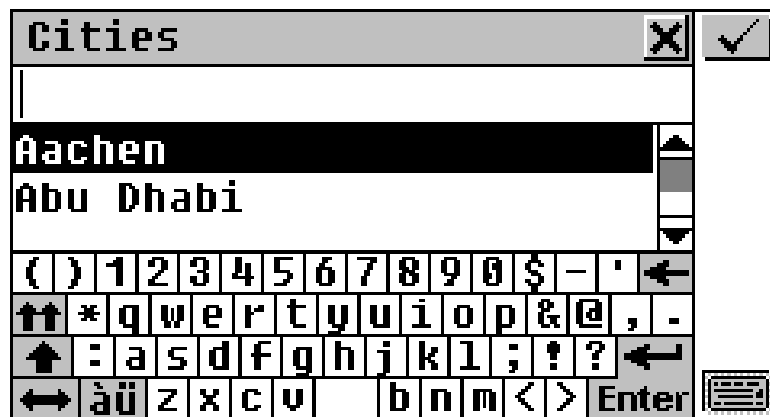
- Use
 -   or the scroll bar if you need to see more text.
 -  to return to the country search screen
 -  /  or  /  to display info on other counties in alphabetical order.



TELEPHONE CODES

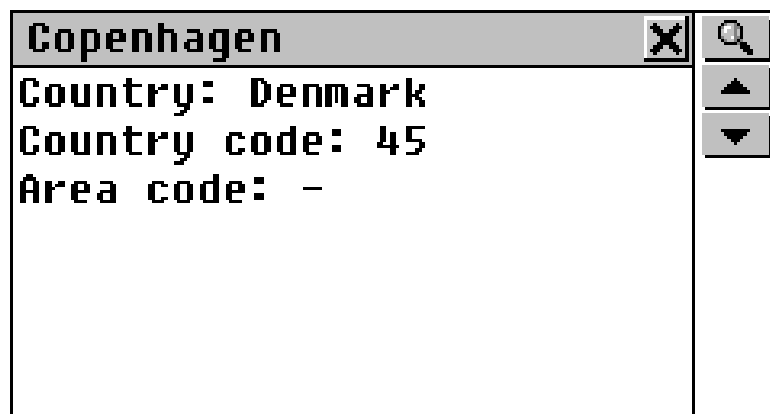
The *Telephone codes* section allows you to see telephone codes of more than 750 cities all over the world.¹








- Select the *Telephone codes* option on the REFERENCE Menu.

¹ Only limited information is available for some cities.



- To display information on a city, start entering its name and/or scroll the list.
- Touch the corresponding line in the list, or  button, or make sure the line is highlighted (press  if necessary) and press ENTER.



- Use
 -   or the scroll bar if you need to see more text
 -  to return to the city search screen
- Use  /  or  /  to display info on other cities in alphabetical order.

SIZE EQUIVALENTS

When you travel or shop internationally, refer to this section to learn about the correlation between the clothes and shoes size systems used in different parts of the world.


- Select the *Size Equivalents* option on the REFERENCE Menu to see its submenu.
- Select an option from the *Size Equivalents* menu, for example:

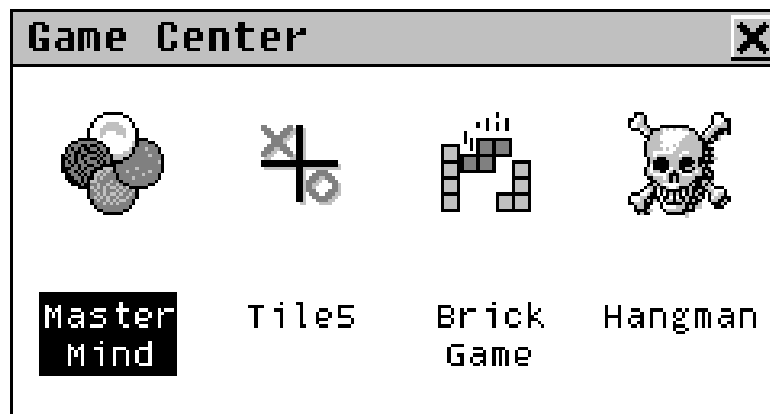
Women's shoes				
USA	4	4.5	5	5.5
UK	2.5	3	3.5	4
Europe	34.5	35	35.5	36
Taiwan	66	67	68	69
Japan	21.5	22	22.5	23
France	36	36.5	37	37.5

- Scroll right to see more sizes; scroll down to see more countries.

GAME CENTER

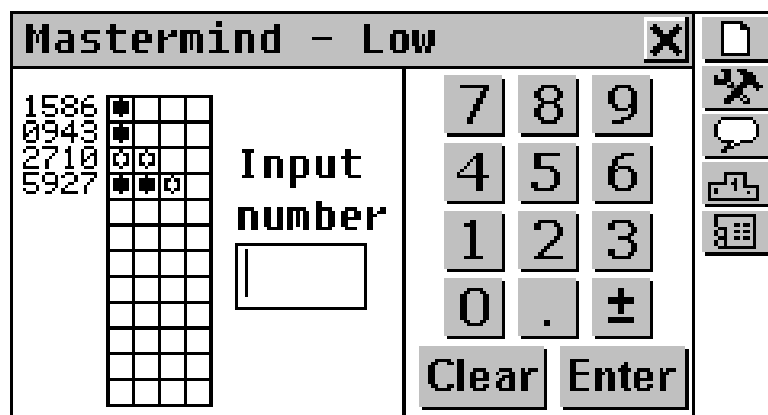
Your Partner® features four fascinating games.



- Select the *Game Center* option on the REFERENCE Menu, or touch  on the *Sidebar*.








Master Mind

- Select *Master Mind* from the *Game Center* menu.
By entering digits try to guess a 4-digit number.
- Enter a number and touch **Enter** or press ENTER. The result of the try will appear in the table on the left.

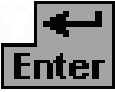


A  sign means that one of the entered digits is present in the hidden number, but it is not in its proper position. A  sign indicates that one of the correctly guessed digits is in its proper position.





- Try to find the right answer using a minimum of tries. If you succeed or use up all 12 tries, a corresponding message will be shown.

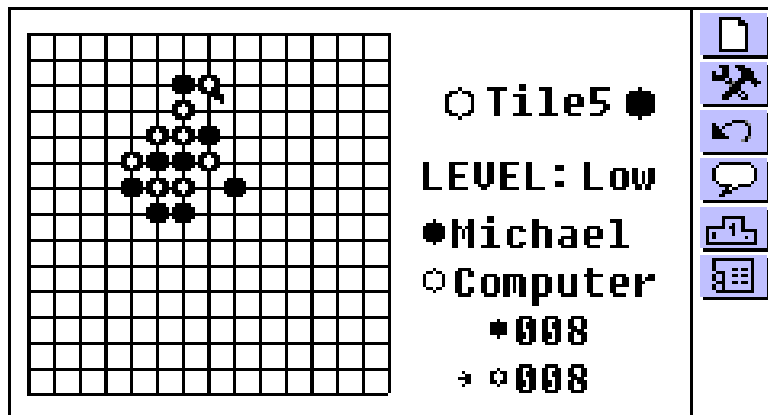
- Use the *Toolbar* buttons:
 -  to start a new game
 -  to change the difficulty level: on the *Low* level digits in a number must be unique, on the *High* level they may be repeated
 -  to see the correct answer
 -  to see a list of best results
 -  to interrupt a game and return to the *Game Center* menu.







Tile5

- Select *Tile5* from the *Game Center* menu.
- Press ENTER or touch the screen to open the game menu.
- Choose a *Single* (play against Computer) or a *Double* (play against a partner) game.
- Enter your name(s) and touch  or press ENTER.




Players take turns putting black and white chips on the intersection points of the game grid. Each player tries to build up an uninterrupted vertical, horizontal, or diagonal row of five or more chips of his color, simultaneously preventing his opponent from doing the same.

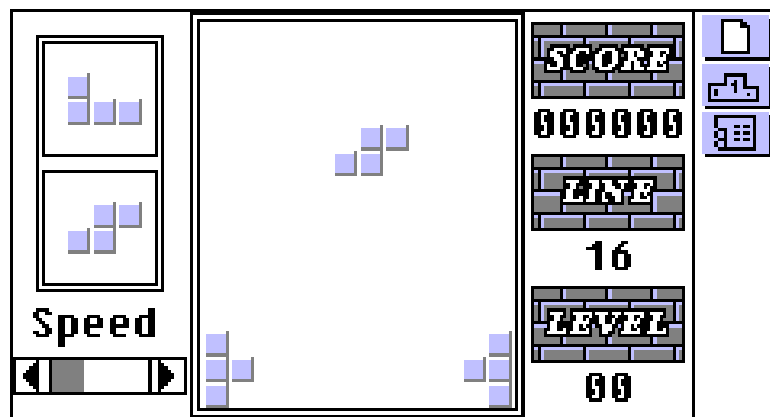
- To make your move, touch an intersection point, or move the cursor to it with the  keys and press ENTER.



- Use the *Toolbar* buttons:
 -  to start a new game
 -  to change the difficulty level (in *Single* game only)
 -  to take back the last move
 -  to display a hint
 -  to see a list of best results (in *Single* game only)
 -  to interrupt a game and return to the *Game Center* menu.

Brick Game

- Select *Brick game* from the *Game Center* menu.
- Press ENTER or touch the screen to open the game screen.
- Select a difficulty level (0 –15) with   or ↓ ↑ or from a pop-up menu available by touching . This will change the initial combination of bricks.
- Press ENTER or close the pop-up menu to start a game.






- Using the keys →, ← (shift), ENTER (rotate), and ↓ (drop), reposition the falling blocks trying to eliminate empty spaces on the bottom. Once a row is filled with bricks it will disappear from the screen, earning you points.

The next two blocks to fall are shown on the left-hand side.

- You can change the falling speed by moving the scroll box at lower left with the stylus or the ⬆ keys.

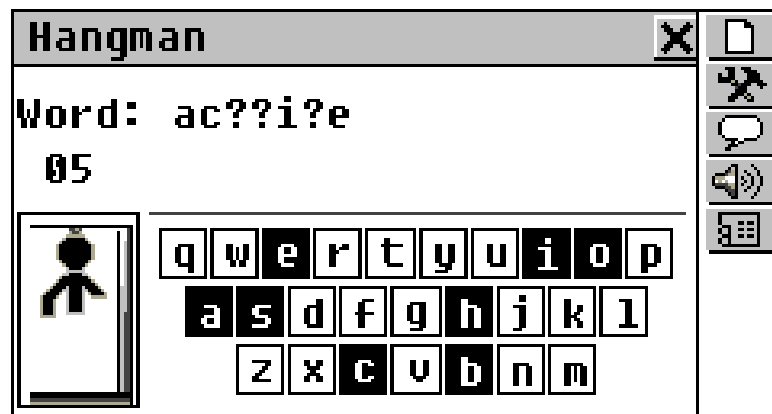
After you make 16 rows disappear, the game advances to the next level. When the game ends, you will be prompted to enter your name.

- Use the *Toolbar* buttons:
 -  to start a new game
 -  to see a list of best results
 -  to interrupt a game and return to the *Game Center* menu.

Hangman






The Partner® features a learning game *Hangman* that improves your spelling skills and enhances your personal vocabulary.

- Select *Hangman* from the *Game Center* menu.
- Enter letters from the touchpad or keyboard trying to guess the word before the picture on the left is complete.



The used letters are highlighted on the touchpad. Correctly guessed letters appear in place of question marks in their actual positions in the word. The number shows the remaining number of tries.

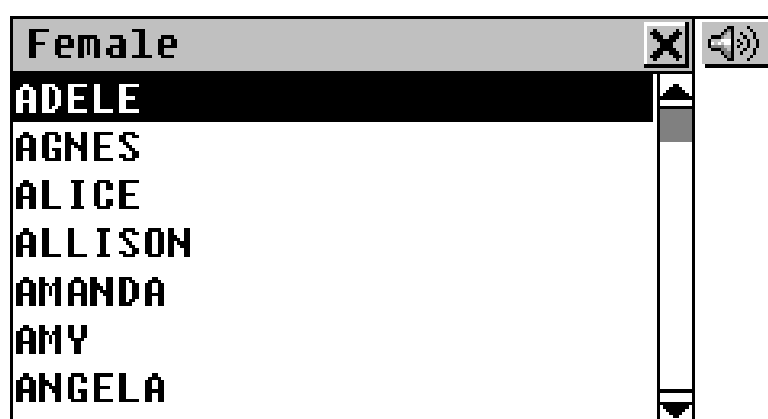
After a game ends, the translation of the hidden word is shown.



- Use the *Toolbar* buttons:
 -  to start a new game
 -  to change the difficulty level
 -  to display a hint
 -  to listen to the pronunciation of the hidden word (counts as one try).
 -  to interrupt a game and return to the *Game Center* menu.

ENGLISH NAMES

This indispensable guide to spelling and pronunciation of English names will spare you confusion in many social situations.

- Select the *English Names* option on the REFERENCE Menu.
- Choose *Male* or *Female*.





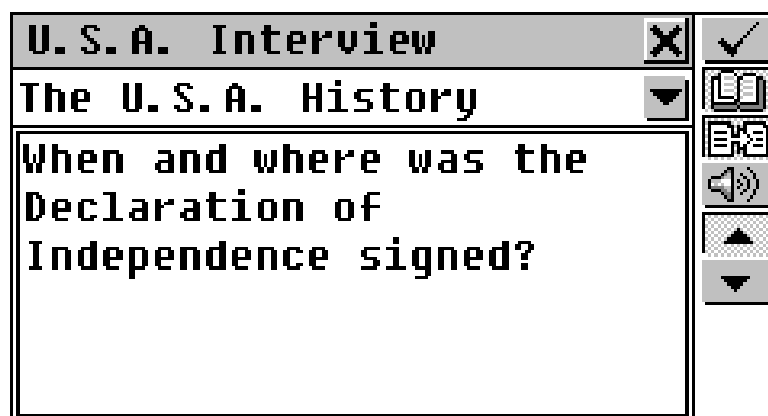
- Highlight a name and touch  or press the  key to listen to its pronunciation.









U.S.A. INTERVIEW

The ultimate talking preparation guide to the US citizenship exam. Augmenting the main purpose of this section is the possibility to get explanation of any word or expression in the American Heritage® Dictionary and to translate them into other languages, thus helping a student to grasp the broader meaning of critical words in questions and answers.

- ♦ **Note:** *U.S.A. Interview* is only available in English.


- Select the *U.S.A. Interview* option on the REFERENCE Menu to display the first question from the first chapter.
- Touch  or press  to pull down the chapters menu.
- Select a chapter to open its first question.



- Touch  to see the answer to a displayed question. Close the answer window to return to the question.
- ♦ **Note:** No answers are available to legislative period-dependent questions such as names of current government officials.
- Touch  to get explanation of the highlighted word or expression in the American Heritage® Dictionary (see page 27).
- Touch  to translate the highlighted word or expression into another language. You must select the target language from the list (see page 36).
- Touch  or press the  key to listen to the pronunciation of an English question or answer text.
- Use   or  to move between the current chapter's questions.

COMMUNICATION MENU

The COMMUNICATION Menu puts at your fingertips the fast and exciting world of electronic telecommunication.

- Select the  tab on the *Main Menu* to open the COMMUNICATION Menu.

PC COMMUNICATION

Using the Partner®'s PC-Link cable (available separately as part of *Communication Pack*) and the *PC-Link* software (included in the package on a CD-ROM) you may exchange data between your Partner® and a personal computer. This feature will allow you to keep on your PC a backup copy of *Telephone Directory*, *Schedule*, *Anniversary Dates* and *Memo* data.

Software

- Insert the supplied CD into the CD-ROM drive of a PC. If the installation program didn't start automatically, run the file *Install.exe* from the CD-ROM.
- Choose to install *PC-Link* and follow instructions on the screen.

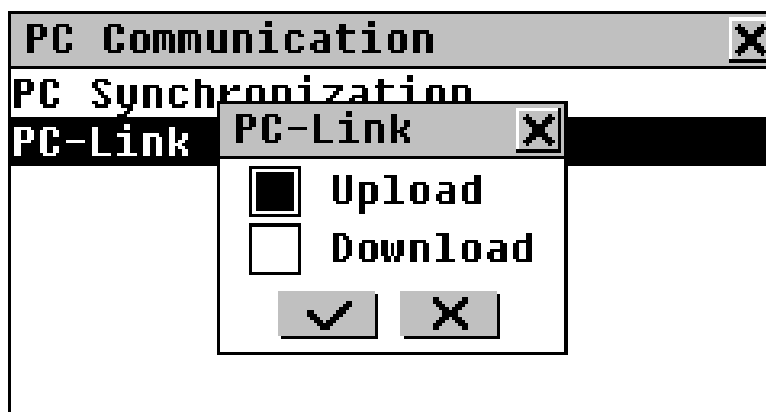
- When the program is installed, start it from the Ectaco Program group and select the *Help* option. Read usage instructions carefully.
- ♦ **Note:** Make sure you select an appropriate COM port.
- ♦ **Note:** The latest version of the PC-Link program can be downloaded from Ectaco's web site www.ectaco.com

Data Transfer

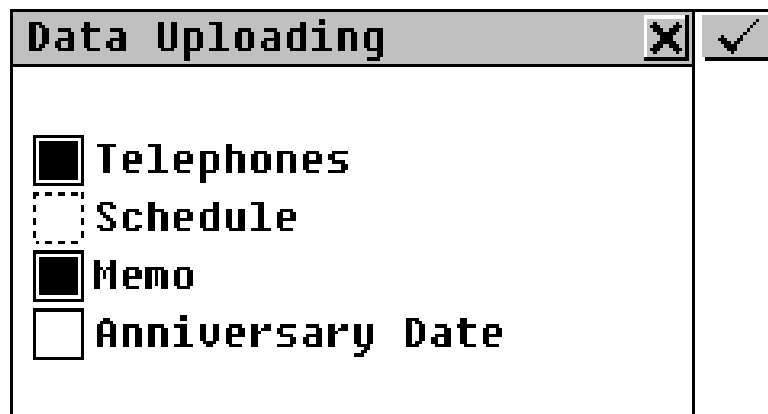
- Connect the *PC-Link* cable to the Data Link outlet located on the left-hand edge of the unit (see *General View*, page 9).
- Select the *PC Communication* option on the REFERENCE Menu, or press PC-LINK on the keyboard.

Sending and Receiving

- Select *PC-Link* on the *PC Communication* menu.



- On the displayed pop-up menu, choose a data transfer mode.
 - For *Upload*, also specify section(s) to send.



- In the *PC-Link* program, select a complementing data transfer mode. For *Upload*, also choose section(s) to send. Refer to the *Help* section of the *PC-Link* program for additional information.
- Start the data transfer first on the receiving device, then on the sending one.
- ♦ **Note:** Always back up your important data! The manufacturer assumes no responsibility for lost or corrupted data.
- You may enter, edit, or delete data within your Partner® *PC-Link* program.

Synchronization

The *PC Synchronization* feature presents an alternative to having to conduct time-consuming full data backups of your data, overwriting previous versions on the receiving device. It makes sure both the dictionary and PC have the latest updated version of records. Only changes are transferred.



- Select *PC Synchronization* from the *PC Communication* menu.
- Select *Synchronization* in the *PC-Link* program.
- Start the synchronization procedure on both devices.

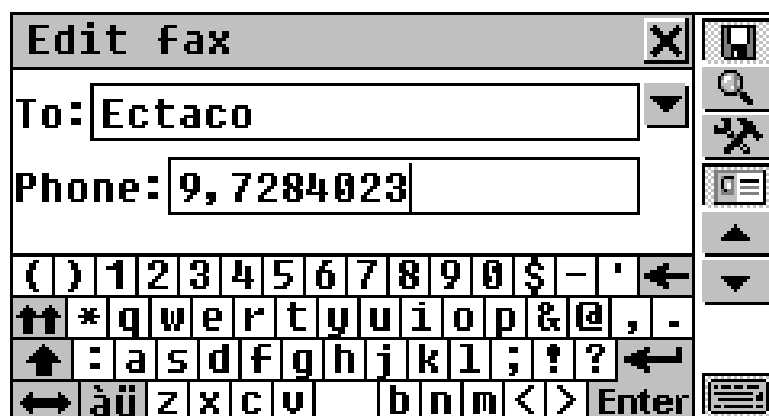
FAX

Any place you can hook up to a phone line, send a facsimile message from your palm top using the fast and dependable *Fax* feature of your Partner®.

- Select the *Fax* option on the COMMUNICATION Menu, or press FAX on the keyboard. A list of previously saved fax messages will appear.

Creating a Fax Message

- Select  to open a new *Fax* message template.
- Specify an addressee name and a fax number. To do this faster, you may want to
 - touch  to open the *Telephone Directory*
 - select a record from the list to paste the name and fax number (if available) into the appropriate boxes on the fax template



Edit fax [X]

To: [v]

Phone:



() 1 2 3 4 5 6 7 8 9 0 \$ - ' ←







↑↑ * q w e r t y u i o p & @ , .

↑ : a s d f g h j k l ; ! ? ←





↔ à ü z x c v _ b n m < > Enter

Right sidebar icons: [Save], [Search], [Delete], [List], [Up], [Down], [Keyboard]

- Use
 -  to save the record
 -  to make a contents search


-  to jump to an input field (*To, Phone, Message*)
-  to insert a record from one of the *Telephone Directory, Memo, or Drawing Board*
-  / ▼ or  / ▲ to move between input fields.
- Touch  or press ▼ and type (or paste from the clipboard) contents of your fax message. Touch  to insert text from *Telephone Directory, or Memo, or a drawing from the Drawing Board*.
- ♦ **Note:** A pasted drawing is represented on a fax form by its filename in the format /* Drawing Board [filename] */.

Finding a Fax Message

- Open the *Fax* section to display a list of messages in alphabetical order of addressee names.
- Touch  to open a new message template.
- Touch  to search for message(s) that contain specific text.
- Touch a line, or highlight it and press ENTER or touch  to open the associated message for editing.
- Touch  to delete a highlighted entry.

Sending a Fax Message

- Open the *Fax* section to display a list of messages in alphabetical order of addressee names. View the list and highlight an entry.

- Make sure the phone line cable (available separately as part of *Communication Pack*) is plugged into the *Phone Line Jack* (see *General View*, page 9).
- ♦ **Note:** For the communication to be successful, the *Telephone Line Type* in the *Setup* menu must be selected correctly (see page 159).
- Touch  to send a highlighted message. Processing and confirmation messages will be displayed.



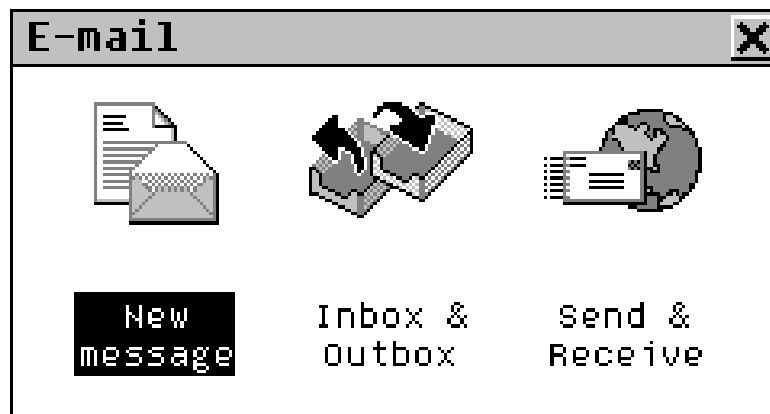
You can interrupt the procedure by touching  or .

- ♦ **Note:** Fax transmission consumes considerable amount of energy. Using an external power supply while sending messages by fax is strongly advised.



E-MAIL

If you have a user account with an *Internet Service Provider* and a POP3 mailbox, send and receive electronic mail messages using your Partner®.








- Select the *E-mail* option on the COMMUNICATION Menu, or press E-MAIL on the keyboard.



Composing a Message


- Select the *New Message* option from the *E-mail* menu, or touch  from the *Toolbar* where available.
- Specify e-mail address(es) of main and copy receiver(s) in the fields “*To:*” and “*Cc:*” (optional), respectively. You can also
 - touch  to open a *Telephone Directory*
 - select a *Telephone Directory* record to paste the e-mail address (if available) from it into the “*To:*” or “*Cc:*” message field.
- Type in a message subject (optional) in the “*Subj:*” field.
 - To choose an active field, touch it, or use ▼ / ENTER for the next or ▲ for the previous field.



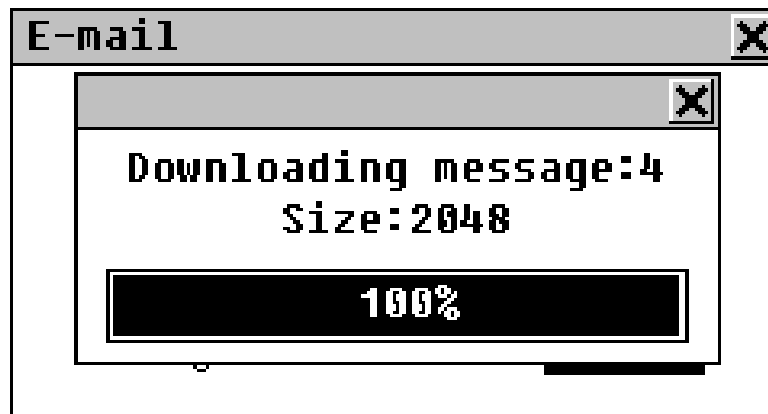
- Use
 -  to save the record
 -  to make a contents search
 -  to jump to an input field (*To*, *CC*, *Subject*, *Message*)
 -  / ▼ or  / ▲ to move between input fields.
- Touch  or press ▼ and type (or paste from the clipboard) contents of your e-mail message.
- ♦ **Note:** Windows-1252 is the default codepage for sending the multilanguage messages.
- Touch  to insert text from the *Telephone Directory* or from the *Memo*.
- ♦ **Note:** The text of the message can't exceed 8000 symbols.
- ♦ **Note:** Composed messages are stored in the *Outbox*.

Sending and Receiving Mail

- Connect your Partner® to a telephone line with the special cable (available separately as part of *Communication Pack*). See *Phone Line Jack, General View*, page 9.

- Make sure you entered your *Internet Service Provider* information and selected an appropriate *ISP Information* record (see next chapter).
- Select the *Send & Receive* option from the *E-mail* menu, or touch  from the *Toolbar*, where applicable.

Processing messages will appear.



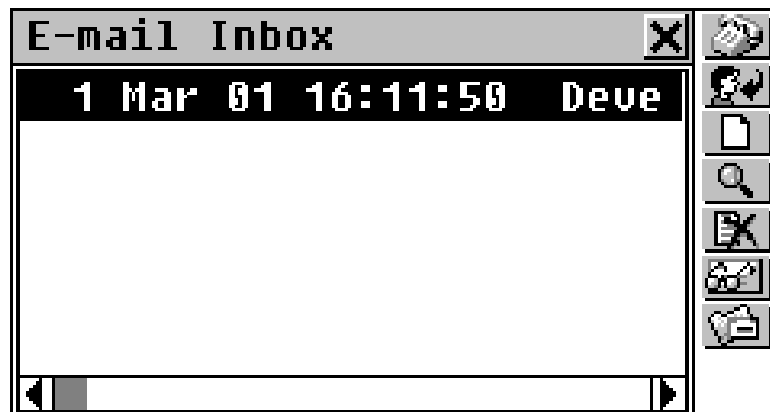
You can interrupt the procedure by touching .















Newly composed messages (marked with S) from the *Outbox* will be sent, and new messages received from the mail server, if any, downloaded and stored in the *Inbox*.

- ◆ **Note:** You can't receive an electronic message which is over 32 KB. Such message will be held at your POP3 server. You can download or delete it from your PC.
- ◆ **Note:** For the communication to be successful, your *Internet Service Provider* information must be selected correctly (see page 148).
- ◆ **Note:** E-mail communication consumes considerable amount of energy. Using an external power supply while sending messages by e-mail is strongly advised.

Inbox


- Select the *Inbox & Outbox* option from the *E-mail* menu to open the *Inbox*. A list of received messages, if any, is displayed.




- Use
 -   to highlight lines
 -  to check for new messages (shortcut to *Send & Receive*)
 -  to forward a highlighted message
 -  to open a *New Message* form
 -  to search for message(s) that contain specific text
 -  to open the associated message for editing
 -  to open a highlighted message for viewing
 -  to go to the *Outbox*.
- To read a highlighted message, touch the corresponding line or select  from the *Toolbar*. On the reading screen, use
 -   or scrollbar for scrolling
 -  or  to read the next or previous message.

- ◆ **Note:** You can't open graphic or any other files attached to electronic messages.







Forwarding a Message

- Select the *Inbox & Outbox* option from the *E-mail* menu to open the *Inbox*.
- Highlight or open a message.
- Select  from the *Toolbar* to open a *New Message* form with the original message sender's address copied into the "To:" field.
- Supply your comment if needed.
- ◆ **Note:** The text of the message can't exceed 8000 symbols.
- Save the message to store it in the *Outbox*.

Outbox

- Select the *Inbox & Outbox* option from the *E-mail* menu.
- Touch  to open the *Outbox*. A list of composed messages is displayed.
- ◆ **Note:** The messages that are yet to be sent are marked with S. Unmarked messages won't be re-sent unless they are changed.



- Use
 -  to send messages marked with S (shortcut to *Send & Receive*)
 -  to open a *New Message* form
 -  to open the highlighted message for editing
 -  to search for message(s) that contain specific text
 -  to delete the highlighted message
 -  to return to *Inbox*.

ISP INFORMATION

If you plan to use the *E-mail* feature of your Partner®, that's the place where you enter your ISP (Internet Service Provider) information and your e-mail box attributes.

Creating a Record

- Select the *ISP Information* option on the COMMUNICATION Menu.

Connection info [X]

ISP:

Phone:

() 1 2 3 4 5 6 7 8 9 0 \$ - ' <





↑↑ * q w e r t y u i o p & @ , .

↑ : a s d f g h j k l ; ! ? <


↔ à ü z x c v b n m < > Enter

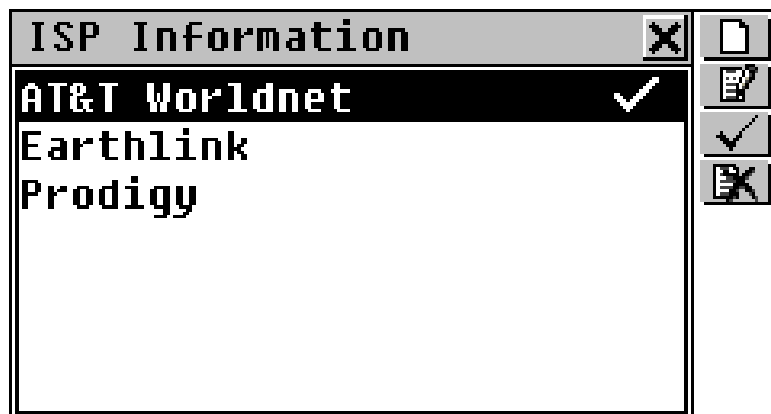
An *ISP Information* record contains standard data needed to connect to the Internet using the PPP protocol, as well as POP3 mailbox details.




<i>ISP</i>	A name to identify this ISP record
<i>Phone</i>	Access number to ISP server
<i>Telephone Line Type</i>	Pulse or Tone dial
<i>Login</i>	Your ISP account ID (login name)
<i>Password</i>	Your ISP access password
<i>Login Procedure</i>	ISP-specific login script (usually not required)
<i>Account</i>	POP3 mailbox account name
<i>Password</i>	POP3 mailbox account password
<i>Name</i>	Your name
<i>E-mail</i>	Your e-mail address
<i>SMTP</i>	Outgoing mail server name
<i>POP3</i>	Incoming mail server name
<i>Message Delivery</i>	Specify whether leave or delete the messages from server
<i>Primary DNS</i>	Primary domain name server
<i>Secondary DNS</i>	Secondary domain name server
<i>IP-address</i>	Your IP address (usually automatically assigned by server)

- Fill out required fields of an *ISP Information* record, selecting an input field by touching, or using  / ▼, ENTER for the next,  / ▲ for the previous field.
- ♦ **Note:** To provide a 2-second pause when dialing an outside number type a comma in the *Phone* field, e.g. 9,1239876
- ♦ **Note:** Your Internet Service Provider must have supplied to you information required for an *ISP Information* record at the time when you opened your account. If you experience difficulties filling this record out or connecting to the Internet, contact your Internet Service Provider for assistance.
- To save a record, touch .
- To create another ISP record, touch .

Selecting an ISP

- Select the *ISP Information* option on the COMMUNICATION Menu. A list of existing records will be displayed.
- ♦ **Note:** You may have records for more than one ISP provider and more than one e-mail account with each, but only one set of data may be used to establish a connection at any given time.
- To select an ISP whose record will be used for *E-mail* communication, highlight the corresponding line and touch  on the *Toolbar*. A currently selected record appears checked.

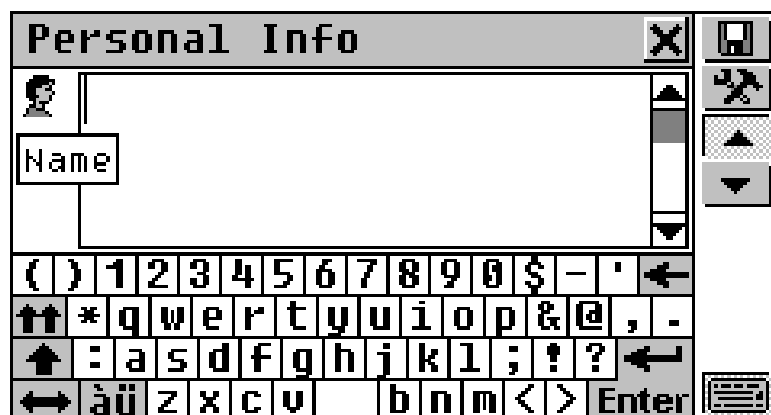


- Use
 -  to create a new ISP record
 -  to open a highlighted record for editing
 -  to delete a highlighted record.

PERSONAL INFORMATION



















This section provides a single record to store your personal data for easy reference and for use in electronic messages.


- Select the *Personal Information* option on the COMMUNICATION Menu.






Every page of the *Personal Information* record is distinguished by its own *Page Icon* in the upper left-hand corner. A *ToolTip* with the page name appears when a page is opened or the *Page Icon* is touched.

The *Personal Information* record includes the following pages:

	<i>Name</i>
	<i>Age</i>
	<i>Home Telephone Number</i>
	<i>Home Address</i>
	<i>Company Telephone Number</i>
	<i>Company Address</i>
	<i>Company Fax Number</i>
	<i>ID Card Number</i>
	<i>Passport Number</i>
	<i>Passport Expiration Date</i>
	<i>Driver's License Number</i>
	<i>Driver's License Expiration Date</i>
	<i>Credit Card Number</i>
	<i>Credit Card Expiration Date</i>
	<i>Savings Account Number</i>
	<i>Checking Account Number</i>
	<i>Blood Type</i>
	<i>Note</i>

- To open a page:
 - next – touch  or press ▼

- previous – touch  or press ▲
- specific – touch  and choose a page name from the pop-up menu.
- To save a record, touch .

SETUP MENU

Personalize your Partner® and ensure a good upkeep of your personal records with options of the SETUP Menu.

- Select the  tab on the *Main Menu* to open the SETUP Menu.

INTERFACE LANGUAGE

The default interface language of the Partner® is English. Use this procedure to change the language to French, German, Italian, Portuguese, or Spanish.

- Select the *Interface Language* option on the SETUP Menu.

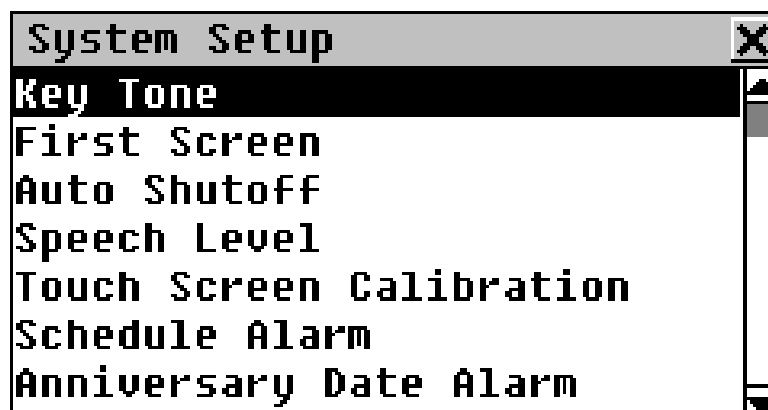


- Select the desired interface language by touching its name on the list or pressing the ↓ key and press ENTER.
All messages will appear in the selected language.
- ♦ **Note:** Some information is only available in English.

SYSTEM SETUP


For best results and to ensure that you can fully employ all of the Partner's® diverse features, it is recommended that you thoroughly familiarize yourself with options of the *System Setup*, which will allow you to adjust the device configuration to better suit your needs.

- Select the *System Setup* option on the SETUP Menu.




Key Tone

This feature is designed to produce a short beep every time you press a key on the Partner®'s keyboard. The key tone is enabled by the system's default.

- Select *Key Tone* on the *System Setup* menu to display a setup prompt.
- Highlight the box next to the desired option by touching it or pressing an arrow key.
- Touch  or press ENTER to save the setting and return to the *System Setup* menu.






First Screen

You may specify what you want to appear on the screen when you turn on your Partner®: the *Main menu* (default) or whatever was displayed last time when the power was turned off (option *Resume screen*).

- Select *First Screen* on the *System Setup* menu to display a setup prompt.
- Highlight the box next to the desired option by touching it or pressing an arrow key.
- Touch  or press ENTER to save the setting and return to the *System Setup* menu.







Auto Shutoff Period

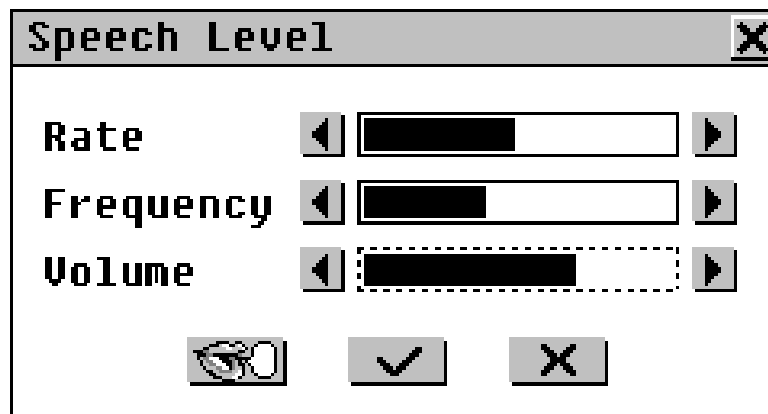
The automatic turnoff has a pre-set delay of 3 minutes. This feature saves the battery life and prevents accidental display damage by shutting the device down after the specified period of inactivity. The adjustable range is from 1 to 15 minutes.




- Select *Auto Shutoff* on the *System Setup* menu to display a setup prompt.
- Touch   or press   to adjust the *Auto Shutoff* with 2 minutes increments, or touch the chart bar for an instant change.
- Touch  or press ENTER to save the setting and return to the *System Setup* menu.

Speech Level

Shape your own pronunciation by adjusting the speed, frequency, and volume of the built-in speech synthesizer.

- Select *Speech Level* on the *System Setup* menu to display a setup window.
- Touch   or press  to  (  to select an active bar) to adjust the *Rate*, *Frequency*, or *Volume* of speech, or touch any chart bar for an instant change.



- Touch  or press  key to check the adjustment while listening to the phrase *This is a test*.
- Touch  or press ENTER to save the settings and return to the *System Setup* menu.


Touch Screen Calibration

To restore the proper touch screen functionality or as part of an initialization procedure, the screen might have to be recalibrated manually.

- ◆ **Note:** If, for some reason, the touch-sensitive control fails, use the MENU, ENTER, and arrow keys to access the *Touch Screen Calibration* setup screen.
- Select *Touch Screen Calibration* on the *System Setup* menu to display a setup window with one target image in the upper left-hand corner.
- Touch the target center with the stylus. Repeat with three more targets, which will appear one after another.
- If the calibration was successful, a confirmation message will be shown and the setup window will close. In case of a *Mismatch!* message you will have to repeat the procedure.


Schedule Alarm

The *Schedule Alarm* setting applies to all records of the *Schedule* section: if turned on, which is the default, the *Schedule Alarm* goes off on the *Date* and at the *Start Time* of any *Schedule* record, producing an audible beep.

- Select *Schedule Alarm* on the *System Setup* menu to display a setup prompt.
- Highlight the box next to the desired option by touching it or pressing an arrow key.
- Touch  or press ENTER to save the setting and return to the *System Setup* menu.


Anniversary Date Alarm

The *Anniversary Date Alarm* setting applies to all records of the *Anniversary Dates* section: if *Alarm* is turned on, which is the default, the unit produces an audible beep at noon of the day before the date of each *Anniversary* record.

- Select *Anniversary Date Alarm* on the *System Setup* menu to display a setup prompt.
- Highlight the box next to the desired option by touching it or pressing an arrow key.
- Touch  or press ENTER to save the setting and return to the *System Setup* menu.


Telephone Line Type

The *Telephone Line Type* setting should agree with the actual dial method used in your area or office. In the USA the *Tone* (touch-button) system is widely used. You may want to contact your local phone company to determine the type of your line.

- ◆ **Note:** Phone line type chosen in this submenu is only used for fax. Phone line type for e-mail sending and receiving is set for each ISP separately. See page 148.
- Select *Telephone Line Type* on the *System Setup* menu to display a setup prompt.
- Highlight the box next to the desired option by touching it or pressing an arrow key.
- Touch  or press ENTER to save the setting and return to the *System Setup* menu.

Date Format

The default American *Month-Day-Year* date format can be changed to European *Day-Month-Year*.

- Select *Date Format* on the *System Setup* menu to display a setup prompt.
- Highlight the box next to the desired option by touching it or pressing an arrow key.
- Touch  or press ENTER to save the setting and return to the *System Setup* menu.

- ◆ **Note:** *Time Display Format* can be set on the *Local Time* menu, see page 122.

Batteries Check

This section allows you to check the current condition of the batteries being used in the unit.

- Select *Batteries Check* on the *System Setup* menu to display the condition of the batteries.
- ◆ **Note:** *DC power ON* message will be displayed in case if you use an external power supply.

SECURITY

A password can be set up in the system to make it possible for you to protect your personal records and lock up the electronic communication.

With no password set (default) all functions of the Partner® are freely accessible. After a password has been set, the following sections may be locked (manually or automatically) against unauthorized access:

Organizer Menu

- Telephone Directory
- Memo
- Schedule
- Anniversary Dates
- Calendar

- Shorthand
- Drawing Board
- Voice Memo

Calculation Menu

- Loan Calculator
- Account Management

Communication Menu

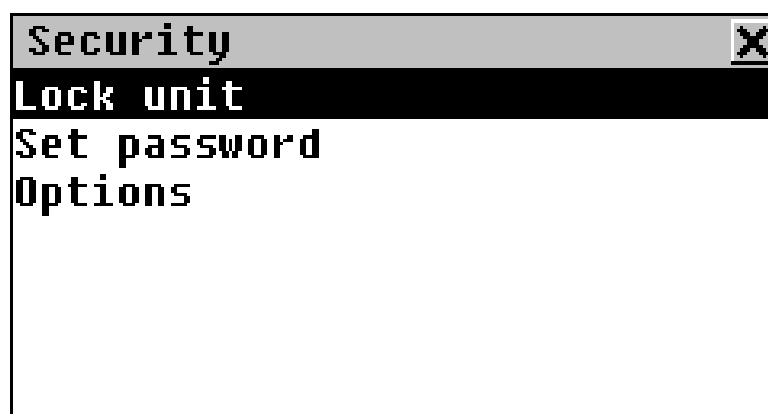
- PC Communication
- Fax
- E-mail
- ISP Information
- Personal Information

Setup Menu


- Data Deletion

To gain access to any of these sections in the locked mode, a valid password must be provided.

- Select the *Security* option on the SETUP Menu.




Set Password

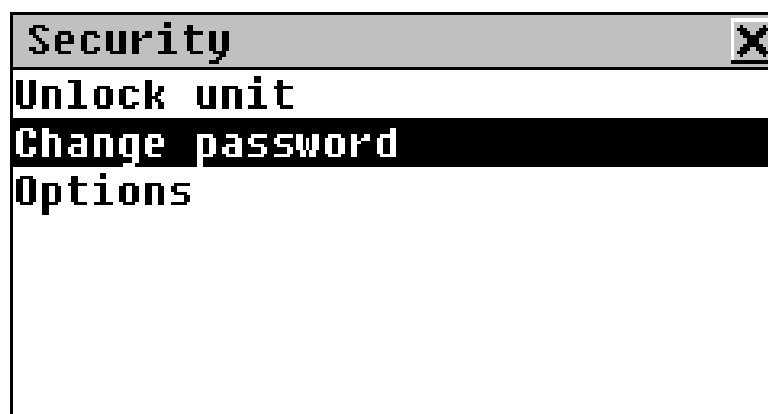
- Select the *Set password* option on the *Security* menu.
- Specify a password up to 8 symbols in length. Touch  or press ENTER. Retype the password for confirmation.



A dialog box titled "New password" with a close button (X) and a checkmark button. It contains two input fields: "Type password:" and "Retype password:". Both fields contain six asterisks (*****). Below the input fields is a keyboard layout with three rows of characters: the first row contains parentheses, numbers 1-0, dollar sign, hyphen, apostrophe, and a left arrow; the second row contains a left arrow, asterisk, letters q-w, letters e-r-t-y, letters u-i-o-p, ampersand, at-sign, comma, and a period; the third row contains a left arrow, colon, letters a-s-d-f-g-h-j-k-l, semicolon, apostrophe, question mark, and a left arrow; the fourth row contains a left arrow, tilde, letters z-x-c-v, a space, letters b-n-m, less-than, greater-than, and an "Enter" key with a keyboard icon.

- Touch  or press ENTER to save the password. The message *New password set* will appear. Close the message box to return to the *Security* menu.

Setting or changing a password automatically activates the lock-up mode. Note the change in the option names on the *Security* menu:



A menu titled "Security" with a close button (X). It lists four options: "Unlock unit", "Change password" (which is highlighted with a black background), and "Options".

- ◆ **Note:** Always remember your password. If you forget it, you will have to reset the system, which will cause irrevocable loss of user's data.

Security On

If a password is set, the data access is locked:


- Automatically – after a password has been set or changed.
- Automatically – when the unit is turned off, if this is the setting selected in *Options* on the *Security* menu.
- Manually – select *Lock unit* on the *Security* menu.

If *Lock unit* is selected while no password has been set, the message *Password not set* will be shown.

Security Off


The *Security* mode may be suspended by entering a valid password at the prompt, when:

- The option *Unlock unit* on the *Security* menu is selected.
- Any of the protected sections is opened.

- Touch  or press ENTER to turn the *Security* off, which will be confirmed by the message *Unit unlocked*.

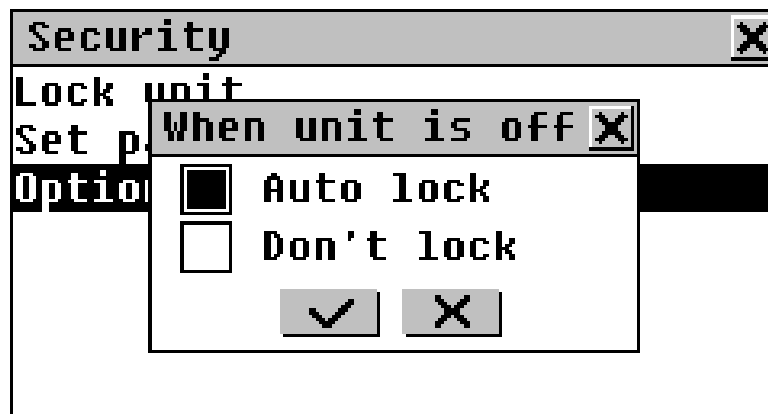
If you make a mistake, the message *Invalid password* will appear.

Change or Remove Password

- Select the *Change password* option on the *Security* menu.
- Enter the password. The message *Unit unlocked* will be shown. Close the message window to continue.
- Enter a new password two times.
- ♦ **Note:** To delete a password and turn *Security* off, leave both password input fields blank and touch  or press ENTER. The message *Password cleared. Unit unlocked* will confirm the password removal.

Options

- Select *Options* on the *Security* menu.
- Select one of the automatic *Security* modes:
 - *Auto lock* – automatically activate data *Security* when the unit is turned off (either manually or automatically)
 - *Don't lock* – leave the current setting unchanged on turn-off.



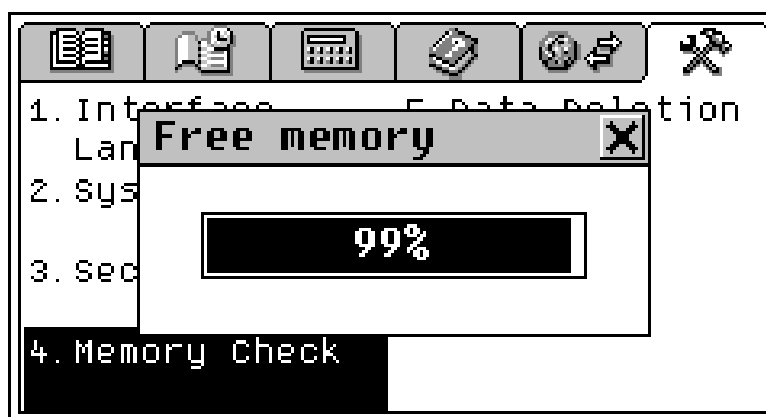
- ♦ **Note:** If you are concerned with data security, it is recommended to keep the default setting *Auto lock*.

- ◆ **Note:** With the *Auto lock* and *Resume screen* (p.155) settings, if one of the lockable sections had been open when the unit was shut down, you will have to specify a valid password to re-enter this section.

MEMORY CHECK

Instantly check on the free memory status with this SETUP option. If it's too low, the next option offers a radical solution.

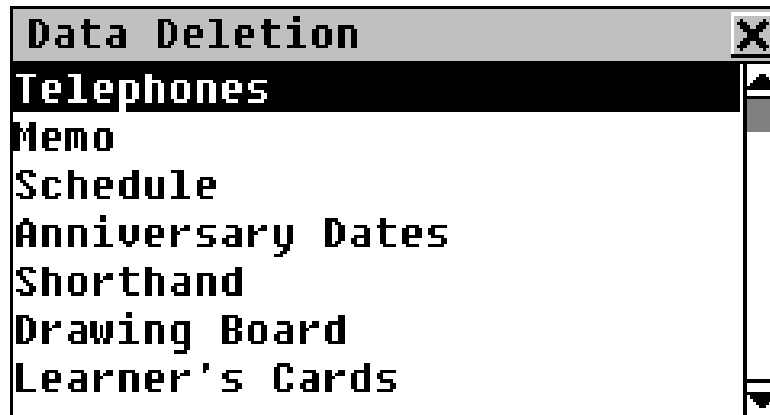
- Select the *Memory Check* option on the SETUP Menu to see a *Free Memory* chart bar and a corresponding percentage figure.



DATA DELETION

At some point you might decide it's time to free up memory resources in steps bigger than deleting single records. The *Data Deletion* section gives you this cleaning opportunity.

- Select the *Data Deletion* option on the SETUP Menu.



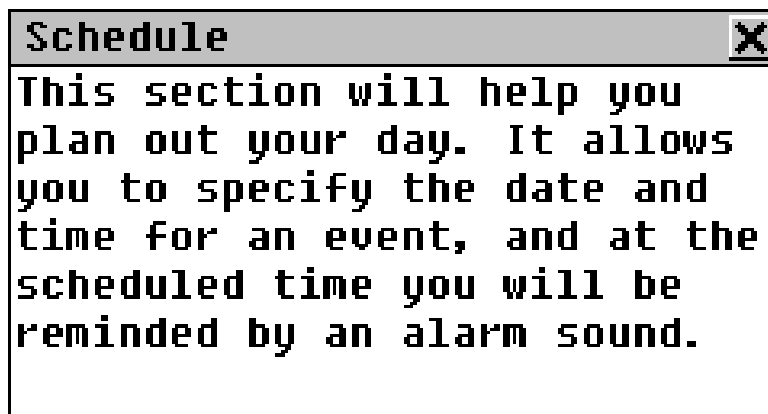
All ORGANIZER sections can be emptied separately or together (the last option *All Organizer's Records*).

- Select an option from the *Data Deletion* menu and confirm a pop-up prompt.

BRIEF OF FUNCTION

A short description of every Partner's® section can be quickly looked up in this itemized reference booklet.

- Select the option from the SETUP Menu, or press SHIFT+HELP on the keyboard.
- Choose *Introduction*, or a chapter and a section name to display a relevant description, for example:



- ◆ **Note:** *Brief of Function* is only available in English.

ABOUT

Here you can look up your Partner's® version number, which you may need to have on hand when seeking technical assistance from the manufacturer.

- Select the *About* option from the SETUP Menu.

